**Purpose:** To describe the frequency of routine maintenance on HMC Transfusion Service Equipment

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| **Equipment** | **Frequency of Routine Maintenance** |
| **Daily** | **Weekly** | **Monthly** | **Quarterly/6 mos** | **As Needed** | **Annually** |
| All Thermometers |  |  |  |  |  | NIST calibrationFLUKE II52 calibration |
| Heat Blocks | Temperature Check and Record |  |  |  | Readout calibration, Cleaning | Thermometer Calibration |
| Centrifuge (StatSpin) |  |  |  | Tach and Times (6mos) | Remove tube inserts and rotor and cleanReplace the fuse | Safety Check |
| Helmer Plasma Thawer | Temperature Check and Record | Clean chamber and baskets, change water. | Verify LED temperature, External Temp and Record | Test High Alarms and Record(quarterly) | Lubricate moving parts and check cables for wear performed quarterly by Scientific Instruments |  |
| ARK Microwave Plasma Defroster | Alarm check, clean, check temperature probe | Clean, inspect door seal and hinges, interlock operation, display check | Inspect arbor, clean with WD-40, calibration check |  | Fan intake check, microwave leakage check, inspect bag holder springs by Scientific Instruments  |  |
| Serofuge (EBA 20, EBA 21, and EBA 200) | Clean housing |  |  | Tach and Times(6 mos) | Remove Rotor head and lubricate.Remove tube inserts and clean. |  |
|  |  |  |  |  |  |  |
| **Equipment** | **Daily** | **Weekly** | **Monthly** | **Quarterly/6 mos** | **As Needed** | **Annually** |
| Cell Washers (Ultra CW) | Inspect tubing, connections, and drain.Clean and dry interior | Flush the system Clean the fill ports on the rotorCheck saline volume (During first month of usage). | Inspect rotor and tube holders Clean exteriorSaline volume dispense, check and record. | Tach and Times(6 mos) |  | Tubing Change5yrs – rotor replacement2 years – tube holder replacement |
| Refrigerators and Freezers | Temp Trak Review | Portable Refrigerators Only: Change chart recorder | Storage Unit Temperature CorrelationBone Freezer Maintenance (per Equipment manual) | HVAC maintenanceHi/Low Alarm Checks | DefrostCleaning of interior, exterior, and shelves | Thermometer CalibrationVacuum finned condenser and inspect mechanical parts |
| Platelet IncubatorHelmer | Temp Trak Review  |  | Storage Unit Temperature Correlation | Test motion alarmClean the fan | Clean base vents and the exteriorReplace moving parts if worn. | Thermometer CalibrationInspection and LubricationChange battery |
| TempTrak | Temperature and Alarm Review |  | Verify daily temps and equipment is within 99% parameters. | Perform alarm high and low checks | Change 2/3 Lithium Battery | Calibration |
| TANGO | QC per MFG Recommendations | PM per MFG recommendations | PM per MFG recommendations | Technical Service per Contract | Technical Service | Technical Service per Contract |
| Temp Check |  |  |  |  |  | Verify accuracy |
| All Equipment |  |  | Review of Logs and Records |  |  |  |
| Timers |  |  |  |  |  | Calibration |
| Microscopes |  |  |  |  |  | HMC Clinical Engineering |
| Rainin Pipet-Lite XLS |  |  |  | Calibration per SOP |  | Maintenance and cleaning per SOP |

**Reference** Equipment User Manuals