## TITLE: Preventive Maintenance Schedule for Serology

**PURPOSE***:* Properly functioning equipment is essential for accurate testing. All instruments must be properly maintained, cleaned and monitored. Manufacturer instructions for instruments and equipment are always followed. The performance of all instruments and equipment is verified upon installation and after repair or reconditioning to ensure that they run according to expectations.

 Temperature-regulated equipment must be checked for correct temperature each day of use. The work area should be clean and orderly at all times.

### PERSONNEL

Medical Technologists and Aides

### EQUIPMENT

See individual procedures

## STEPWISE PROCEDURE:

DAILY:

1. Clean all counters with bleach containing wipes.
2. Check RPR rotator on days of use

WEEKLY

1. Clean Computer Hardware, Keyboards and Monitors
2. Check Printer Toner and change if necessary

MONTHLY:

 1. Change needle and dispenser bottle for RPR testing once a month.

 2. Check needle calibration

 3. Record results in needle and dispenser section of Serology Quality Control

 book.

QUARTERLY:

 1. Tighten set screws, check rubber rings and moving part for

 wear on RPR rotator and serology rotator.

1. Check timer.
2. Check for appropriate rotation speeds per procedures.(If needed)

### PROCEDURAL NOTES

There are procedures and record charts in the preventive maintenance book for all these functions. See these procedures for recording your results and more information.

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