## TITLE: Preventive Maintenance Schedule

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

 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

REAGENTS AND EQUIPMENT

###### See individual procedures

STEPWISE PROCEDURE

DAILY

 1. Clean counters

 2. Daily/Every 3 day Maintenance on the iQ200/AX-4030

 3. Daily maintenance and check of Cobas u411

 4. Clean and check microscope

WEEKLY

1. Weekly maintenance on the iQ200/AX-4030
2. Clean Computer Hardware, Keyboards and Monitors
3. Clean centrifuges

MONTHLY

 1. Monthly maintenance and calibration on the iQ200/AX-4030

 2. Monthly maintenance and calibration on the Cobas u411

SEMI-ANNUALLY

 1. Microscope Maintainance

 2. Arkray AX-4030/u411 patient correlations

ANNUALLY

 1. Thermometer check against NBS when thermometers are put in service.

 2. Functional check of centrifuge to be performed by Bio-med

 3. Preventative maintenance on the iQ200/AX-4030 to be performed by Beckman Coulter

 4. Replacing the internal calibration strip on the Cobas u411

### 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.

S: Laboratory P&P/Urinalysis/ 4840-UA-1001/