

## Spectra Optia® System Weekly/Monthly Maintenance F-352 v11.01.2022

**Weekly Maintenance:**

| Optia Weekly Maintenance | Date | Initials |  | QA review<br>Initials | Date |
|--------------------------|------|----------|--|-----------------------|------|
| Week 1                   |      |          |  |                       |      |
| Week 2                   |      |          |  |                       |      |
| Week 3                   |      |          |  |                       |      |
| Week 4                   |      |          |  |                       |      |
| Week 5                   |      |          |  |                       |      |

**Monthly Clock Calibration:**

| Computer Name | Computer Time | Spectra Optia Clock Time | Time difference (minutes) | *Pass or Fail | Optia Clock set to IUH Master time controller (✓) | Initials | Date | QA Review | Date |
|---------------|---------------|--------------------------|---------------------------|---------------|---|----------|------|-----------|------|
|               |               |                          |                           |               |   |          |      |           |      |

\*Clocks must be +/- 15 minutes to pass.      Clock changed for Daylight Savings Time: Initials \_\_\_\_\_ Date: \_\_\_\_\_  NA

**Service History Record:**

| Document reason machine out of service for Clinical Engineering Inspection | Date: | Initials | Back Into Service Checklist               |                                    |   |      |          | QA Review/Date |
|--|-------|----------|---|------------------------------------|---|------|----------|----------------|
|  |       |          | Verification of release for use by QA (✓) | Machine and warmer disinfected (✓) | Verification of warmer configuration to 40 mL (✓)   | Date | Initials |                |
|  |       |          |   |                                    | <input type="checkbox"/> TPE<br><input type="checkbox"/> RBCX<br><input type="checkbox"/> WBCD<br><input type="checkbox"/> CMNC |      |          |                |
|  |       |          |   |                                    | <input type="checkbox"/> TPE<br><input type="checkbox"/> RBCX<br><input type="checkbox"/> WBCD<br><input type="checkbox"/> CMNC |      |          |                |
|  |       |          |   |                                    | <input type="checkbox"/> TPE<br><input type="checkbox"/> RBCX<br><input type="checkbox"/> WBCD<br><input type="checkbox"/> CMNC |      |          |                |

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Monthly QA Review: \_\_\_\_\_ Date: \_\_\_\_\_

*Instructions for use: Maintenance/calibration performed according to SOP Q 032.*