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

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| **Equipment** | **Frequency of Routine Maintenance** | | | | | |
| **Daily** | **Weekly** | **Monthly** | **Quarterly** | **As Needed** | **Annually** |
| All Thermometers |  |  |  |  |  | NIST Calibration |
| Heat Blocks | Temperature Check and Record |  |  |  | Readout calibration, Cleaning | Thermometer Calibration |
| Centrifuge (IStat) |  |  |  | Tachs and Times |  | Safety Check |
| Plasma Thawer | Temperature Check and Record | Clean chamber and Baskets. | Verify LED temperature and External Temp and Record | Test High Alarm and Record | Lubricate moving parts and check cables for wear. | Thermometer Calibration |
| Serofuge (EBA 20 and EBA 21) | Clean housing |  |  | Tachs and Times | Remove Rotor head and lubricate. |  |
| Cell Washers  (Ultra CW and Sorvall) | Saline Volume Dispense check and Record. Clean | Flush Clean | Tube Inspection and clean | Tachs and Times |  | Tubing Change |
| Refrigerators and Freezers | Temperature and Alarm Check and Record | Change Charts | Replace chart battery | HVAC maintenance  Alarm Checks and Record |  | Thermometer Calibration |
| Platelet Incubator | Temperature Check and Record | Change Charts |  | Quarterly QC per SOP |  | Thermometer Calibration |
| TANGO | QC per MFG Recommendations | PM per MFG recommendations | PM per MFG recommendations | Technical Service per contract | Technical service | Technical Service per contract |
| Timers |  |  |  |  |  | Calibration |

Equipment User Manuals