

**Maintenance Schedule
Canton City Health District Laboratory**

	Weekly	Monthly	Quarterly	Semi Annual	Annual	Bi-annually	Other
Autoclave			thermometer and timer calibration				Clean as needed and Document in water logs
Balance		calibration weights			calibration Service		Documented in water logs
Centrifuge						photo electric tachometer speed check	Cleaning as needed
Conductivity Meter		Water Monthly QC					Documented in water logs,Cleaning as needed
Deionized Water System		DI water quality tests		Cartridge change	heavy metals test		Documented in water logs
Emergency Eye and Shower	Flush				annual verification		Document on DI Water log
GeneExpert		Fan Filters	Clean plunger & Unit & check GFCI's		annual maintenance		See Maintenance Log
Hotplate							Cleaning as needed
Incubator							Seal Check as needed
Microscope						Professional Service	Documented on daily checklist
Needles							calibrate new, dropped, or questionable needles. Record on Calibration log.
pH Meter		Water Monthly QC	Empty and Refill Flat Probe with 3M KCl				Calibrate each day of use and enter in Water QC log. Cleaning as needed
Pipettes					annual verification		calibrate new, dropped, or questionable pipet.
Refrigerator							Cleaning as needed and check seal if temperature issues.
Rotator							Cleaning as needed
Thermometer					Verification		
Timer					Verification		