

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
LABORATORY POLICY MANUAL  
PREVENTIVE MAINTENANCE/QUALITY ASSURANCE**

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**Effective Date:** August, 1987

**Cross Referenced:**

**Reviewed Date:** 05/12

**Revised Date:** 07/09, 08/11, 01/12

**Policy No:** GENLAB 9.31

**Origin:** General Lab

**Authority:** Laboratory Director

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**PURPOSE:** To ensure laboratory equipment is maintained for peak performance for quality specimen processing.

**POLICY:** As follows.

**1. Temperature Checks:**

The temperatures of refrigeration units are monitored at least once a day to ensure proper storage of reagents and other perishables. All temperature monitoring is to be logged on the appropriate data collection sheets. Any fluctuation of temperatures should be noted on the temperature chart, corrective action taken (close door and retake temperature, etc.) and the manager or maintenance staff notified.

**2. Humidity Checks:**

The humidity of the laboratory will be monitored and documented on the temperature chart, daily. The ranges used are the recommendations of the instrument manufacturers.

The acceptable ranges are as follows: Stago Compact and Satellite 20% - 80%, Clinitek 500 20%-80%, LH500  $\leq$  95% and Seimens Dimension/Xpand 20%-80%. Any fluctuation or unacceptable reading of Humidity should be noted on the temperature chart, and the manager or maintenance staff notified.

**3. Instrument Checks:**

All instruments are checked at least annually for electrical safety by Novamed. The Transfusion Service serofuge, cell washer, refrigerator alarm, and freezer alarm are checked annually for proper performance. Alarms are monitored 24 hours per day, 7 days per week by relay to the Hackettstown Regional Medical Center's operator's booth.

All other centrifuges are checked and calibrated by Novamed on a least an annual basis.

4. All routine preventive maintenance recommended by the manufacturer of a piece of equipment shall be performed when indicated and a record shall be kept. The technologist/technician assigned to a department during the time that the maintenance is due will be responsible for performing it. Repeated failure to do so will result in disciplinary action. Records of all visits by Service personnel indicating a problem and the action taken will be kept in the maintenance log for each instrument.

5. Pipettes in regular use will be checked at least semiannually for reproducibility and accuracy. They are sent to Vista Lab for calibration verification and repair, if necessary.

6. Microscopes will be cleaned after use and serviced semiannually. This is contracted to an outside agency.

7. All thermometers are mercury free and are checked and calibrated semi-annually. Results are recorded in the appropriate binder located in Chemistry.

8. All logs and maintenance reports will be reviewed by Laboratory Manager or Supervisor and initialed and dated after review.