Bio-Plex [™] Maintenance	Log
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	Month(s):		Year:
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Please fill in the month(s) and year above. This form is designed to record information over a 4-week period. Fill in the dates for which this log will be used in the top row of the table below. For each maintenance task listed in the left-hand column, put your initials in the appropriate column after you perform the task.

Note: Follow your standard laboratory safety practices when cleaning or maintaining the system. Do not remove the instrument cover under any circumstances.

Date																														
Daily maintenance		Initials	s: (For e	each ma	intenan	ice task	, put yo	ur initials	s in the	approp	riate co	olumn a	fter you	perforn	the ta	sk.)														
Instrument Warm Up																														
Check sheath fluid																														
Check waste level																														
Tighten sheath cap																														
Perform Start Up																														
Calibration																														
Shut Down																														
Loosen sheath cap																														
Turn system off																														
Weekly maintenance																														
Visual inspection		Date/	Initials:						Date/I	Initials:						Date/	Initials:						Date/Initials:							
Validation	optics	Date/	Initials:						Date/I	Initials:						Date/	Initials:						Date/	Initials:						
	fluidics	Date/	Initials:						Date/I	Initials:						Date/	Initials:						Date/	Initials:						
	reporter	Date/	Initials:						Date/I	Initials:						Date/	Initials:						Date/	Initials:						
	classify	Date/	Initials:						Date/I	Initials:						Date/Initials:							Date/	Date/Initials:						
Clean sample probe		Date/	Initials:						Date/I	Initials:						Date/Initials:							Date/Initials:							
Monthly maintenance																														
Wipe exterior surfaces		Date/	Initials:																											
Every 6 months																														
Replace air intake filter of array reader		Date/	Date/Initials:																											
Replace air intake filter for microplate platform		Date/Initials:																												
Replace syringe plunger s or syringe	eal	Date/Initials:																												
Check array reader ventila	ation filter	Date/	Initials:																											
Yearly maintenance																														
Replace sheath filter		Date/	Initials:																											
As required																														
Replace fuse		Date/	Initials:																											
Unclog		Date/	Initials:																											
Additional comments																														
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