Bio-Plex™ Maintenance Log

Month(s): _____ Year: _____

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: (For each maintenance task, put your initials in the appropriate column after you perform the task.)																											
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/Initials:							Date/Initials:								Date/Initials:					
Validation *optics*	Date/Initials:							Date/Initials:							Date/Initials:								Date/Initials:					
fluidics	Date/Initials:							Date/Initials:							Date/Initials:								Date/Initials:					
reporter	Date/Initials:							Date/Initials:							Date/Initials:								Date/Initials:					
classify	Date/Initials:							Date/Initials:							Date/Initials:								Date/Initials:					
Clean sample probe	Date/Initials:							Date/Initials:							Date/Initials:								Date/Initials:					
Monthly maintenance																												
Wipe exterior surfaces	Date/Initials:																											
Every 6 months																												
Replace air intake filter of array reader	Date/Initials:																											
Replace air intake filter for microplate platform	Date/Initials:																											
Replace syringe plunger seal or syringe	Date/Initials:																											
Check array reader ventilation 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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