



# Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 279  
VERSION: 1

## **SUBJECT: LABORATORY EQUIPMENT TESTING AND RECORDS**

---

**POLICY:**

All laboratory equipment will be inspected and serviced at intervals not to exceed 12 months, as per The Joint Commission, manufactures specifications and the Preventative Maintenance Program.

**PURPOSE:**

To ensure safe, accurate and proper function of laboratory equipment.

**PROCEDURE:**

All maintenance and repairs are to be done as per the manufactures specs, The Joint Commission standards and the preventative maintenance program.

1. An electrical safety test will be conducted using a current leakage meter and a visual test of all 3-wire cords and caps.
2. Electrical leakage shall NOT exceed 300 micro amps for direct patient care equipment, and 500 micro amps for non-patient care equipment. Ground resistance shall not exceed 500 milli ohms.
3. Fill out and place an Electrical Safety Sticker and attach to the piece of equipment.
4. Where required, all equipment will be calibrated, cleaned and tested as per manufacturer’s recommendations.
5. All information will be recorded on the service call work order and/or preventive maintenance sheet, and turned in to the Facilities office.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
Date: 10/15/2013	Original Date: 01/04/1994
Reviewed: 04/12/2016	Next Review Date: 04/12/2017
Supersedes:	