

**OLIVE VIEW-UCLA MEDICAL CENTER
DEPARTMENT OF PATHOLOGY
POLICY & PROCEDURE**

**NUMBER: 5468
VERSION: 3**

SUBJECT/TITLE: ADM 38.0: PREVENTIVE MAINTENANCE OF LABORATORY EQUIPMENT

POLICY: Laboratory equipment must be maintained in proper working order at all times to insure reliability of test results. In order to assure proper function at all times a system of evaluation of performance is established. A periodic inspection or test is performed on a rigid schedule for each piece of equipment.

PURPOSE: To ensure all laboratory equipment is properly maintained.

DEPARTMENTS: PATHOLOGY

DEFINITIONS:

PROCEDURE: For each piece of equipment, an inspection schedule is maintained and items checked according to schedule of inspection and service. All observations must be noted on the preventive maintenance chart and any corrective measure taken indicated by date and initial of the person performing the maintenance/service. The department supervisor is responsible for reviewing instrument maintenance/service records.

Routinely scheduled preventive maintenance service at semi-annual intervals for laboratory equipment is available from a contracted service.

Preventive Maintenance service contract from the manufacturer are in operation for major automated instruments. Maintenance service is contracted from a commercial vendor for all smaller pieces of automated equipment.

The contracted services will follow the manufacturer's tolerance ranges for accuracy & precision.

For emergency repairs, call the appropriate source:

1. Manufacturer's factory trained service representative via the "HOTLINE"
2. The contract equipment maintenance service.

Contracts for leased equipment or reagent rental equipment stipulate that the manufacturer is accountable for all service and repair.

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Date:	Revisions made:	By:	Rev:
9/9/2012	Placed in PPM system	Julie Foley	38.0

References:	
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