

FORMAT CONTROL OF LABORATORY EQUIPMENT AND ENVIRONMENT CONDITION UPKEEP MANAGEMENT MAINTENANCE LOG FOR MICROSCOPE

ONQUEST
DISCOVER CHEMISTRY ONLINE

Section: Haematology

Month/Year: September-2020

Instrument ID: S.NO. - 170397838

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Daily Maintenance																															
Start-up	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Clean external surface	✓	✓	✓	✓	✓	N	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Clean lens with cleaning solution	✓	✓	✓	✓	✓	D	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Shut-down	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Signature	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	

Weekly Maintenance	1	2	3	4	5
Check & clean entire microscope part	✓	✓	✓	✓	✓
Sign & Date	D	D	D	D	D

As & When Needed Maintenance	Date (When done)	Done by
Maintenance Item		
Bulb Change	30/09/2020	D
Check Alignment of Microscope & Mechanical Stage		

As Needed - Month Maintenance	Date (When done)	Done by
Maintenance		
Check cord plug		

Reviewed by Section In-charge: _____ (Sign & date)

Note: "X" indicates instrument not in use/ maintenance not done.

01.06.2020	00	D	D	D	D	D	D	D
Issued Date	Revision No.	Prepared By:	Reviewed By:	Approved By:	Issued By:	Page	Format	
						1 of 1	F/MNT/08	