



STEM CELL LABORATORY (STCL)



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DOCUMENT TITLE:

Refrigerated (Sorvall RC-3) Centrifuge Daily-Weekly-Monthly QC Log

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Author: WATE02

Owner: WATE02

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Stem Cell Laboratory (STCL)

Equipment: SNA45589963
 SN 5588996
 Location: Processing
 Month/Year: _____

STCL-FORM-033
REFRIGERATED (SORVALL RC-3) CENTRIFUGE
DAILY/ WEEKLY/ MONTHLY QC LOG

Record problems and/or corrective action on troubleshooting log

Acceptable temperature range: 2-10°C

√ = O.K. or function performed

N/A if task is not applicable

NIU = Instrument not in use

	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:																															
Check for unusual vibration or noise/ Clean spills																															
Record Temperature																															
Check vents & air intake for obstruction																															
Initials:																															
WEEKLY:																															
Clean rotor chamber with damp sponge or cloth ¹																															
Dust cabinet and chamber lid																															
Initials:																															
MONTHLY:																															
Clean rotor body, buckets and adapters; check for wear																															
If needed, check for free swing and/or grease corner of buckets.																															
Initials:																															

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MONTHLY: (continued)																															
Lubricate drive shaft (As Needed)																															
Defrost the rotor chamber periodically ² (As Needed)																															
Wash spindle with warm water ³ (As Needed)																															
Wax clean cabinet walls ⁴ (As Needed)																															
Check Gas springs on door remains open ⁶ (As Needed)																															
Initials:																															

Clean Air filter twice per year ⁵:

Date/Initial: (Circle month) Jan/Feb/Mar/Apr/May/June _____ Jul/Aug/Sep/Oct/Nov/Dec _____

Inspect the centrifuge weekly for signs of wear, encrusted biological deposits, and general cleanliness. Tasks ^{2, 3, 4, 6} and lubricating the drive shaft are performed "As Needed" by qualified service personnel.

1. Routinely wipe the rotor chamber with a mild, non-alkaline dishwashing liquid, then rinse and dry with a soft absorbent cloth to keep clean and maintain efficient cooling; 70% ethanol may be used to disinfect the rotor chamber or a 2% glutaraldehyde solution to sterilize it.
2. Periodically defrost the rotor chamber to maintain efficient cooling; frost on the inner walls acts as an insulation between the chamber and the refrigerant. To defrost the chamber, refer to the User's Manual (page 5-1).
3. Periodically, wash the spindle with warm water.
4. Clean the enameled cabinet panels with household wax cleaner. Use a mild, non-alkaline detergent and water to clean the top deck and the chamber door.
5. The air filter should be cleaned every six months to maintain the efficiency of the refrigeration system. Refer to User's Manual (page 5-4) for instructions on cleaning the air filter.
6. Periodically check that the two door gas springs are functioning properly by opening the chamber door and making sure it remains open. Check that the gas spring bracket is not cracked.

Weekly Review: (Initials/Date) Wk1 _____ Wk2 _____ Wk3 _____ Wk4 _____ Wk5 _____

Monthly Review: (Initials/Date) _____

Signature Manifest**Document Number:** STCL-FORM-033**Revision:** 05**Title:** Refrigerated (Sorvall RC-3) Centrifuge Daily-Weekly-Monthly QC Log

All dates and times are in Eastern Time.

STCL-FORM-033 Refrigerated (Sorvall RC-3) Centrifuge Daily-Weekly-Monthly QC Log**Author**

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Document Release

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