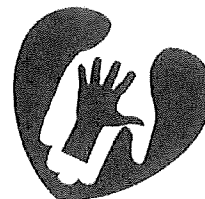




STEM CELL LABORATORY (STCL)



DOCUMENT NUMBER: STCL-FORM-036

DOCUMENT TITLE:

Biological Safety Cabinet with Vacuum Trap and Paper Catch - Daily, Weekly, Monthly Maintenance Schedule

DOCUMENT NOTES:

Old FACT number 8B.612 FRM 51

Document Information

Revision: 03

Vault: STCL-Form-rel

Status: Release

Document Type: STCL FORM

Date Information

Creation Date: 12 Sep 2017

Release Date: 01 Oct 2017

Effective Date: 01 Oct 2017

Expiration Date:

Control Information

Author: WATE02

Owner: WATE02

Previous Number: STCL-FORM-036 Rev 02

Change Number: STCL-CCR-400

STCL-FORM-036
Biological Safety Cabinet with Vacuum Trap and Paper Catch —
Daily, Weekly, Monthly Maintenance Schedule

Equipment: _____
 SN: _____
 Location: _____
 Year: _____
 Magnehelic/Minihelic Range: _____

√ = Function Performed

NA = Not Applicable

NIU = Instrument not in use

Record problem and corrective action on reverse side

MONTH/YEAR:	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																															
Turn blower on for 10-15 minutes before use (<i>if not already ON</i>)																															
Work surface decontaminated at start-up																															
Magnehelic reading* _____ or Minihelic reading* _____																															
Fullness of vacuum trap checked (<i>if used with this hood</i>).																															
Initials																															
Work Surface decontaminated at the end of the workday.																															
Initials																															

*Readings should be stable over time. If readings start to fluctuate outside range listed at the top of the form, using historical values, CIRCLE value that is out of range, notify the Lab Manager or designee (*in case service is required*), and record on troubleshooting log.

WEEKLY MAINTENANCE	Week 1 Date/Initials	Week 2 Date/Initials	Week 3 Date/Initials	Week 4 Date/Initials	Week 5 Date/Initials	MONTHLY MAINTENANCE	Date/Initials
Check and clean paper catch						Clean entire interior of Biological Safety Cabinet	
Change vacuum trap (<i>if needed</i>)							

Weekly Review (Date/Initial): Wk 1 _____ Wk2 _____ Wk3 _____ Wk4 _____ Wk5 _____

Monthly Review (Date/Initial): _____

Signature Manifest**Document Number:** STCL-FORM-036**Revision:** 03**Title:** Biological Safety Cabinet with Vacuum Trap and Paper Catch - Daily, Weekly, Monthly Maintenance Schedule

All dates and times are in Eastern Time.

STCL-FORM-036 Biological Safety Cabinet with Vacuum Trap and Paper Catch - Daily, Weekly, Monthly Ma**Author**

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		20 Sep 2017, 12:19:20 PM	Approved

Manager

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		20 Sep 2017, 12:19:32 PM	Approved

Medical Director

Name/Signature	Title	Date	Meaning/Reason
Joanne Kurtzberg (KURTZ001)		20 Sep 2017, 03:24:34 PM	Approved

Quality

Name/Signature	Title	Date	Meaning/Reason
John Carpenter (JPC27)		20 Sep 2017, 03:36:49 PM	Approved

Document Release

Name/Signature	Title	Date	Meaning/Reason
Sandy Mulligan (MULLI026)		26 Sep 2017, 04:35:32 PM	Approved