



STEM CELL LABORATORY (STCL)



DOCUMENT NUMBER: STCL-FORM-069

DOCUMENT TITLE:

CO2 Incubators Quarterly Maintenance Log

DOCUMENT NOTES:

Document Information

Revision: 02

Vault: STCL-Form-rel

Status: Release

Document Type: STCL FORM

Date Information

Creation Date: 31 Jan 2018

Release Date: 15 Feb 2018

Effective Date: 15 Feb 2018

Expiration Date:

Control Information

Author: WATE02

Owner: WATE02

Previous Number: STCL-FORM-069 Rev 01

Change Number: STCL-CCR-411

Stem Cell Laboratory

Equipment: HERACELLLocation: HPCAYear

**STCL-FORM-069
CO₂ INCUBATORS
QUARTERLY MAINTENANCE LOG**

Initial and date each block as task is performed.
Record problems and corrective action on reverse side.

**Lysol Brand No Rinse Sanitizer is a
Bactericide Agent**

HERACELL #1 SN: CE HERACELL #2 SN: CE

QUARTER 1: Jan/Feb/Mar *(Circle month performed)*

MAINTENANCE	DATE/INITIALS
Run Auto Start routine	
Calibrate temp and CO ₂ after Auto Start	

MAINTENANCE	DATE/INITIALS
Run Auto Start routine	
Calibrate temp and CO ₂ after Auto Start	

Review (Date and initial):

QUARTER 2: Apr/May/June *(Circle month performed)*

MAINTENANCE	DATE/INITIALS
Run Auto Start routine	
Calibrate temp and CO ₂ after Auto Start	

MAINTENANCE	DATE/INITIALS
Run Auto Start routine	
Calibrate temp and CO ₂ after Auto Start	

Review (Date and initial):

QUARTER 3: Jul/Aug/Sept *(Circle month performed)*

MAINTENANCE	DATE/INITIALS
Run Auto Start routine	
Calibrate temp and CO ₂ after Auto Start	

MAINTENANCE	DATE/INITIALS
Run Auto Start routine	
Calibrate temp and CO ₂ after Auto Start	

Review (Date and initial):

QUARTER 4: Oct/Nov/Dec *(Circle month performed)*

MAINTENANCE	DATE/INITIALS
Run Auto Start routine	
Calibrate temp and CO ₂ after Auto Start	

MAINTENANCE	DATE/INITIALS
Run Auto Start routine	
Calibrate temp and CO ₂ after Auto Start	

Review (Date and initial):

Signature Manifest**Document Number:** STCL-FORM-069**Revision:** 02**Title:** CO2 Incubators Quarterly Maintenance Log

All dates and times are in Eastern Time.

STCL-FORM-069 CO2 Incubators Quarterly Maintenance Log**Author**

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		31 Jan 2018, 06:34:10 PM	Approved

Manager

Name/Signature	Title	Date	Meaning/Reason
Barbara Waters-Pick (WATE02)		31 Jan 2018, 06:34:25 PM	Approved

Medical Director

Name/Signature	Title	Date	Meaning/Reason
Joanne Kurtzberg (KURTZ001)		31 Jan 2018, 06:51:50 PM	Approved

Quality

Name/Signature	Title	Date	Meaning/Reason
Richard Bryant (RB232)		01 Feb 2018, 07:27:43 AM	Approved

Document Release

Name/Signature	Title	Date	Meaning/Reason
Sandy Mulligan (MULLI026)		04 Feb 2018, 06:10:49 PM	Approved