

**DukeMedicine****Division of Cellular Therapy****DOCUMENT NUMBER:** ABMT-EQUIP-001 FRM9**DOCUMENT TITLE:**

Equipment Maintenance and Repair Log FRM9

DOCUMENT NOTES:**Document Information****Revision:** 03**Vault:** ABMT-Equipment-rel**Status:** Release**Document Type:** ABMT**Date Information****Creation Date:** 22 Aug 2019**Release Date:** 27 Mar 2020**Effective Date:** 27 Mar 2020**Expiration Date:****Control Information****Author:** MC363**Owner:** MC363**Previous Number:** ABMT-EQUIP-001 FRM9 Rev **Change Number:** ABMT-CCR-279

ABMT-EQUIP-001 FRM9 EQUIPMENT MAINTENANCE AND REPAIR LOG

Type of Device: _____ Serial Number: _____

Requested Date	Type of Activity Needed (PM and/or Repair)	Taken out of Service (Y/N)	Date Performed	Activity Performed by	Date Placed Back in Service	Review of Collections since Last Service (Date and Initial)	Apheresis Coordinator Review (Date and Initial)

***Key:** (PM) Preventive Maintenance; (Y) Yes; (N) No; (CE) Duke Clinical Engineering; (N/A) Not Applicable

Comments _____

INSTRUCTIONS

1. Record type of device/equipment and serial number.
2. Record requested date of service in **Requested Date** field.
3. Record type of service in the **Type of Activity Needed (PM and/or Repair)** field.
4. Record whether equipment was taken out-of-service in **Taken out of Service (Y/N)** field.
5. Record date service was performed in **Date Performed** field.
6. Record person or organization performing activity in **Activity Performed by** field.
7. Record date equipment was placed back in service in the **Date Placed Back in Service** field.
8. Record date and initial of Apheresis Coordinator/designee who **Reviews Collections since Last Service** following repair of equipment. Document Not Applicable (N/A) if not a repair.
9. Record date and initials of Apheresis Coordinator reviewing activity in **Apheresis Coordinator Review** field.

Signature Manifest**Document Number:** ABMT-EQUIP-001 FRM9**Revision:** 03**Title:** Equipment Maintenance and Repair Log FRM9**Effective Date:** 27 Mar 2020

All dates and times are in Eastern Time.

ABMT-EQUIP-001 FRM9 Equipment Maintenance and Repair Log**Author**

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Document Release

Name/Signature	Title	Date	Meaning/Reason
Betsy Jordan (BJ42)		10 Mar 2020, 11:19:15 AM	Approved

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Name/Signature	Title	Date	Meaning/Reason
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