**Centrifuge Maintenance Log**

This Form should be used in conjunction with R&D/S84

**IT IS THE RESPONSIBILITY OF ALL USERS OF THIS SOP TO ENSURE THAT THE CORRECT VERSION IS BEING USED**

All staff should regularly check the R&D Unit’s website and/or Q-Pulse for information relating to the implementation of new or revised versions. Staff must ensure that they are adequately trained in the new procedure and must make sure that all copies of superseded versions are promptly withdrawn from use unless notified otherwise by the SOP Controller.

The definitive versions of all R&D Unit SOPs appear online. If you are reading this in printed form check that the version number and date below is the most recent one as shown on the R&D Unit website: www.research.yorkhospitals.nhs.uk/sops-and-guidance-/ and/or Q-Pulse

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| --- | --- |
| SOP Reference: | R&D/F85 |
| Version Number: | 3.0 |
| Author: | Sarah Bell |
| Implementation date of current version: | 16th August 2022 |

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| Approved by: | Name/Position: | Lydia Harris, Head of R&D  |
| Signature: |  |
| Date: | 19th July 2022 |
|  | Name/Position: | Sarah Sheath, SOP Controller |
|  | Signature: |  |
|  | Date: | 19th July 2022 |

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| This SOP will normally be reviewed at least every 3 years unless changes to the legislation require otherwise |

Version History Log

This area should detail the version history for this document. It should detail the key elements of the changes to the versions.

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| Version | **Date Implemented** | **Details of significant changes** |
| 1.0 | 14th November 2017 |  |
| 2.0 | 8th April 2019 | Change of link to R&D website. Addition of link to R&D/S84 |
| 3.0 | 16th August 2022 | Change of author and change of Trust name. |
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**Centrifuge Maintenance Log**

**Centrifuge Name………………………… Year…………………………………..**

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| **Item** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **Drums Wiped** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Buckets Wiped** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Exterior surfaces cleaned** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Drums/Buckets disinfected after spillage (If applicable)** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Lubricate rotor heads/trunnions/lid catches and seals** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Rotate Centrifuge order** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sweep Floor Underneath** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Hoover exteriors of all air inlets/outlets** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Associate Practitioner Initials** |  |  |  |  |  |  |  |  |  |  |  |  |

Maintenance is required on a monthly basis, please record and initial on the table below. There are spaces for comments on the next page.

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| **Date** | **Time** | **Comment** | **Initial** |
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