

# Instrument Cleaning and Maintenance Log

Month: \_\_\_\_\_

Year: \_\_\_\_\_

TASK	DAY	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	
<b>Daily Maintenance</b>																																	
Run Electronic Quality Control (EQC)																																	
<b>Bi-Weekly Maintenance (every other week)</b>																																	
Use the cleaning device																																	
Check the fan filter for cleanliness; clean or replace if needed																																	
<b>Monthly Maintenance</b>																																	
Clean exterior surfaces																																	

## Annual / Monthly Maintenance

TASK	Year 20__	Month	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Replace the Fan Filter</b>														