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| **Name of Institution** |
| Completion Date: | Completed By: |

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| **Equipment Maintenance by Laboratorians Checklist** |
| Rev Date: DD MON YYYY |
| **Step** | **Action** | **Complete** |
| 1 | Equipment must be decontaminated with an appropriate disinfectant prior to general maintenance provided by the laboratory researchers. |  |
| 2 | Double gloves shall be worn while working on decontaminated equipment. |  |
|  | **Equipment Maintenance by Outside Personnel Checklist** |  |
| 1 | Equipment maintenance should be coordinated through the Principal Investigator (PI) or laboratory manager with an outside individual. |  |
| 2 | Equipment must be decontaminated with an appropriate disinfectant prior to maintenance. |  |
| 3 | The individual performing work must be escorted at all times. |  |
| 4 | The individual performing work must be made aware of the agent in use, given proper personal protective equipment (PPE), and observed at all times to ensure their safety. |  |
| 5 | Any tools taken into the laboratory for maintenance must be able to be appropriately disinfected to be removed from the laboratory. |  |
| 6 | If the equipment cannot be repaired/serviced in place, the equipment must be fully decontaminated by approved methods prior to removal from the laboratory. Follow the institutional standard operating procedures (SOPs) and policies. |  |