1. **Principle**

Standards and licensing require that TML equipment be cleaned regularly and maintained in good operating condition.

1. **Scope and Related Policies**
	1. Annual maintenance checks may be performed by an outside contractor or another division (e.g. Biomedical Engineering).
	2. Records of cleaning and maintenance must be retained for five years.9.1
2. **Specimen – N/A**
3. **Materials**

**Equipment:** Microscope

**Supplies:** Non-corrosive Disinfectant Agent

Lens cleansing wipes

Microscope Maintenance (QCA.010F)

1. **Quality Control – N/A**
2. **Procedure**

|  |  |
| --- | --- |
| * 1. Daily or as required
 | * + 1. If spillage occurs on stage or body, wipe clean with a cloth dampened with a non-corrosive disinfectant agent.
 |
| * + 1. Keep free of dust (cloth dampened with water).
 |
| * 1. Monthly
 | * + 1. Clean lenses with alcohol wipe.
 |
| * 1. Annual
 | * + 1. Thorough cleaning and conditioning as per manufacturer’s instructions.
 |
| * + 1. Inspection and alignment of lenses as per manufacturer’s instructions.
 |
| * + 1. Annual inspections may be contracted to an outside source.
 |
| * 1. Maintenance activities are to be recorded on Form QCA.010F if performed internally by TML staff. If maintenance is performed by an outside contractor or another division, records of maintenance shall be maintained.
 |

1. **Reporting – N/A**
2. **Procedural Notes – N/A**

1. **References**
	1. Standards for Hospital Transfusion Services Version 3 – February 2011. Canadian Society for Transfusion Medicine,6.6.3, Appendix A.
	2. IQMH Requirements and Guidance Information, December 2013, Version 6; IV
2. **Revision History**

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| --- | --- |
| **Revision Date** | **Summary of Revision** |
| September 1, 2015 | * Revised name of manual
* Revised wording in sections 6.3.1 & 6.3.2 to include “as per manufacturer’s instructions”
* Updated list of references to include most recent editions
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