



Back to the lab

Laboratory equipment checklist

Here are a few practical reminders to keep in mind for maintaining your equipment

Check the qualified state of your equipment- schedule if overdue

Schedule your next preventative maintenance, calibrations, or certifications

Consult equipment manuals for start-up recommendations- available on www.thermofisher.com

Check stock and order replacement supplies for equipment like tubing, bottles, tubes, filters and reagents

Check expiration dates on reagents for replacement

Label reagent/sample vials (including open date, expiration date)

Replace bench top protectors and contamination control mats

Calibrate pipettors or send them to a service

Wipe down the handles and exterior of the equipment

Remember to clean corners of the lab and top of and under equipment where dust can collect

Activate the sterilization cycles on your CO₂ Incubators before start-up per manual

Order cleaning supplies for the lab- 70% ethanol and quaternary ammonium disinfectants

Check gas supply levels to your equipment and schedule replacement

Clean the interior the equipment - BSCs, incubators, shakers, centrifuges, and baths - with recommended disinfectant (remember no bleach)

Wipe bench top surfaces, pipettors, pipet tip boxes with ethanol/DNase/RNase

- Autoclave water for your sterile water needs like baths and incubators
- Clean gaskets by removing ice, frost, or condensation
- Inspect gaskets for damage, replace if needed
- Eliminate cardboard storage around refrigerators and freezers because can get wet and breed fungi.
- Test the operation on your tabletop equipment prior to use
- Order recommended replacements parts and consumables for annual maintenance.
- Replace HEPA filters in your CO₂ incubators
- Drain and refill your pH and ion selective electrodes. Change the storage solution
- Clean or replace the front grill filter on your ULT
- If capable, download data and verify last two months of ULT performance
- Check LN₂ levels in all manual dewars per manual or auto-fill dewars
- Verify tight connections (water, electrical, and CO₂/LN₂ back-up) to your equipment
- Clean down your SpeedVac system, change out the CryoCool from the cold trap and change the oil from your oil pump
- Clean condenser fins with compressed air in heated/refrigerated bathes per manual
- Inspect your centrifuge rotors for any damage or pitting
- Record the maintenance of your equipment in your equipment log
- Validate the calibration of your setting with secondary probes or monitors



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