**Annex 3. Maintenance log template[[1]](#footnote-2)**

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| Document type: **form** | **GENEXPERT MAINTENANCE LOG** |
| Confidentiality: **none** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Logo PlaceholderDate** | **Daily** | | **Weekly** | | | | | **Monthly** | | | | | | **Annual** |
|  | Clean work area | | Keep module doors vertical after use | Unload and dispose of used cartridges after last run | Ensure 10cm clear around instrument | Reboot Xpert instrument | Reboot software and computer | Archiving data\* | | | Clean GeneXpert instrument\*\* | | | Calibration  annually or  every 2000 runs\*\*\* |
|  | Disinfect  with 1% bleach | Disinfect  with 70% EtOH | Archive runs | Delete runs | Save archived  data to CD | Disinfect  instrument surfaces | Disinfect cartridge bay interior | Disinfect plunger rod |
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| 28 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 31 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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1. **This SOP template has been developed by FIND for adaption and use in TB laboratories (https://www.finddx.org/implementation-resources/?level0=main-accordion-4&level1=secondary-left-accordion-1)** [↑](#footnote-ref-2)