

# GeneXpert<sup>®</sup> System Maintenance Log

Month and Year:

Last Calibration Check Date:

Installation Date:

Name of Institution

GeneXpert Serial Number

**Instructions:**

1. Enter the name of your institution, GeneXpert Serial Number, current Month and Year, Last Calibration Check date, and Installation Date in the fields above.
2. For each maintenance activity listed below check the box(es) under the day of the month that the activities were performed and enter your initials (2 characters maximum) in the bottom row.
3. Save the file after entering the data. We recommend saving one file each month for a complete record of activities.

<b>Daily Maintenance</b>	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
Clean work area																															
Close all module doors																															
Discard used cartridges																															
<b>Weekly Maintenance</b>																															
Power down the GeneXpert instrument <sup>1</sup> and computer <sup>1</sup>																															
Clean fan prefilter <sup>1</sup>																															
<b>Monthly Maintenance</b>																															
Archive tests <sup>2</sup>																															
Purge tests <sup>2</sup>																															
<b>Quarterly Maintenance</b>																															
Clean plunger rod and cartridge bays <sup>1</sup>																															
Clean instrument surfaces <sup>1</sup>																															
Replace fan filters <sup>1</sup>																															
Replace fan prefilters <sup>1</sup>																															
<b>Yearly Maintenance</b>																															
Check annual instrument maintenance <sup>1</sup>																															
<b>As Necessary</b>																															
Print system log report <sup>1</sup>																															
Back up database <sup>2</sup>																															
Clean I-CORE using I-CORE cleaning brush																															
Technician Initials (Two Letters)																															

1. Refer to Chapter 9 (Service and Maintenance) in the Operator Manual for detailed procedure.  
 2. Refer to Chapter 5 (Operating Instructions) in the Operator Manual for detailed procedure.  
 These are minimum recommendations for cleaning. Your institution may require that maintenance be performed on a more frequent basis.