

Maintenance of Equipment

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One-on-one training of staff on equipment they may need to use, especially new equipment, is imperative so that they understand how to correctly operate that equipment. For any piece of equipment you might consider having short but specific written procedures for using, calibrating (if appropriate), cleaning, and storing (if appropriate) of equipment.

Maintenance is crucial to keeping your equipment running and to specification. If there are a lot of people in the lab using the same equipment, it is especially important to have a routine maintenance schedule. It is not unusual for everyone to make their own adjustments to a piece of equipment. Over time that can lead to a gradual fluctuation away from specifications, which, if continues, can lead to your results being compromised. It can be helpful to have a short document describing what is involved in inspecting a specific piece of equipment and determining whether further maintenance is needed. Include what steps should be involved in a routine maintenance procedure, what alignment or other standards/specifications need verified, detailed cleaning that needs done, Routine maintenance should be done by either competent staff or qualified professional technicians.