

Log-File for Routine Maintenance

The following log-file (copy master) for basic maintenance tasks can be used as a starting point for a regular routine maintenance of your equipment. We recommend having the centrifuge and the associated rotors checked and maintained by an Eppendorf/authorized service technician during a Preventive Maintenance at least every 12 months.

Please note the country-specific regulations.

Item	Instrument information	Date
1	Centrifuge type	
2	Serial number	
3	Location of device	
4	Date of maintenance by user	
5	Person in charge	
6	Date of service by Eppendorf	
6a	Last preventive maintenance	
6b	Next preventive maintenance	

Item	Centrifuge:	Comment	Done	Ok
1	Check housing for corrosion and scratches	Perform at least weekly and when contaminated or dirty	<input type="checkbox"/>	<input type="checkbox"/>
2	Wipe housing and chamber with lint-free microfiber cloth		<input type="checkbox"/>	<input type="checkbox"/>
3	Check power cable for damage		<input type="checkbox"/>	<input type="checkbox"/>
4	Check gas spring and lid movement		<input type="checkbox"/>	<input type="checkbox"/>
5	Clean condensation tray (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
6	Clean ventilation slits	Perform at least every 6 months and when contaminated or dusty	<input type="checkbox"/>	<input type="checkbox"/>

Item	Rotor chamber:	Comment	Done	Ok
1	Wipe and clean rotor chamber	Perform at least weekly and when wet, contaminated or dirty	<input type="checkbox"/>	<input type="checkbox"/>
2	Check chamber sealing for damage and fitting	Perform at least weekly and when contaminated or dirty	<input type="checkbox"/>	<input type="checkbox"/>
3	Remove rotor and clean drive shaft	Perform at least monthly or every 200 – 500 cycles	<input type="checkbox"/>	<input type="checkbox"/>
4	Rub chamber sealing with glycerol	Perform at least quarterly and after cleaning or when dry	<input type="checkbox"/>	<input type="checkbox"/>

Item	Swing-bucket rotor:	Comment	Done	Ok
1	Rotor name and serial number:			
2	Check for scratches	Recommended time interval: Start of experimental day	<input type="checkbox"/>	<input type="checkbox"/>
3	Check pivots and bucket grooves		<input type="checkbox"/>	<input type="checkbox"/>
4	Lubricate pivots of swing-bucket rotor	Perform at least weekly, when rotor swings out stiffly and each time after cleaning and autoclaving (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
5	Lubricate bucket grooves		<input type="checkbox"/>	<input type="checkbox"/>

Log-File for Routine Maintenance

Item	Fixed-angle rotor:	Comment	Done	Ok
1	Rotor name and serial number:			
2	Check for scratches	Recommended time interval: start of experimental day	<input type="checkbox"/>	<input type="checkbox"/>
3	Check anodized layer		<input type="checkbox"/>	<input type="checkbox"/>
4	Check lid and rotor for damage		<input type="checkbox"/>	<input type="checkbox"/>
5	Check bores and underneath rotor for corrosion		<input type="checkbox"/>	<input type="checkbox"/>
6	Check aerosol-tight seal of rotor lid	Perform at least weekly and after autoclaving and cleaning	<input type="checkbox"/>	<input type="checkbox"/>
7	Lubricate seal of aerosol-tight rotor lid		<input type="checkbox"/>	<input type="checkbox"/>
8	Check rotor cone		<input type="checkbox"/>	<input type="checkbox"/>
9	Rotor nut is movable		<input type="checkbox"/>	<input type="checkbox"/>
10	When rotor is inserted in the centrifuge, approx. 2 revolutions of rotor nut must result in gripping of threads		<input type="checkbox"/>	<input type="checkbox"/>
Item	Adapters:	Comment	Done	Ok
1	Type of adapter			
2	Check surface	Perform at start of experimental day	<input type="checkbox"/>	<input type="checkbox"/>
2a	Scratches		<input type="checkbox"/>	<input type="checkbox"/>
2b	Cracks		<input type="checkbox"/>	<input type="checkbox"/>
Item	Cleaning of rotor and accessories (rotor lid, sleeves, adapter, bucket)	Comment	Done	Ok
1	Clean with mild soapy solution	Perform at least weekly and when contaminated or dirty	<input type="checkbox"/>	<input type="checkbox"/>
2	Rinse with distilled water		<input type="checkbox"/>	<input type="checkbox"/>
3	Dry thoroughly with a soft cloth		<input type="checkbox"/>	<input type="checkbox"/>
4	Clean grooves of swing-buckets		<input type="checkbox"/>	<input type="checkbox"/>

Signature of authorized person

Company/Department

City, Date

Your local distributor: www.eppendorf.com/contact
Eppendorf SE · Barkhausenweg 1 · 22339 Hamburg · Germany
eppendorf@eppendorf.com

www.eppendorf.com/service