**Lab Instrument Maintenance Schedule and Checklist**

* Each lab group will be assigned one of the following lab instruments:
  + Centrifuge
  + Spectrophotometer (SmartSpec)
  + Spectrophotometer (Spectronic 200)
  + pH Meter
  + Balances
  + Thermometers
* Read through the proper section of the user manual for their assigned instrument
* Design a maintenance schedule based on user manual findings (If manual is not specific, research online)
* Create a checklist based on the maintenance schedule using Excel or Table in Word
  + Checklist is to include:
    - S/N of unit inspecting (can be included in title)
    - Step
    - Date
    - Initials
    - Notes (to enter any observations)

Example:

Company X Model X Instrument X: S/N 12345

Maintenance Schedule Checklist

