**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

