

Autoclave Maintenance and Sterile Package Inspection Log

Equipment Location/ID: _____

Year: _____

Directions:

For each equipment maintenance or inspection action completed for the above equipment, staff shall:

- Initial the appropriate box that corresponds to the month and day they were performed
- Indicate, using the codes below, the respective maintenance/inspection code for the maintenance/inspection performed according to manufacturer instructions (see page 2). For example, if John Smith performs daily maintenance on January 1, he would write "JS - D" in that cell (shown below).

D = Daily autoclave maintenance
W = Weekly autoclave maintenance
M = Monthly autoclave maintenance
S = Monthly sterilized packages inspection

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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Staff name, signature, and initials:

Name (printed): _____ Signature: _____ Initials: _____

Name (printed): _____ Signature: _____ Initials: _____

Name (printed): _____ Signature: _____ Initials: _____

General Maintenance/Inspection Instructions

Please refer to the manufacturer's instruction manual for more details.

Daily autoclave maintenance: (D)

- Clean external surfaces: Wipe with a soft dry cloth and wash occasionally with a damp cloth and mild soap or detergent.
- Clean sterilizer door/dam gaskets: Clean the door gasket and mating surface with a damp cloth. Examine the gasket for possible damage that could prevent a good sealing surface.

Weekly autoclave maintenance: (W)

- Clean chamber and trays: In addition to the daily maintenance above, the sterilizing chamber and instrument trays shall be cleaned weekly.
 - First, drain the water from the reservoir. A drain tube is located on the front of the unit for draining.
 - Wash the inside of the chamber and the trays with mild soap or sterilizer cleaner recommended by the manufacturer and distilled or demineralized water.
 - Refill the reservoir with distilled or demineralized water.

Monthly autoclave maintenance: (M)

- Clean chamber/plumbing: In addition to the daily and weekly maintenance outlined above, drain the sterilizer's reservoir and refill it with clean, distilled water or water that meets the referenced water purity specifications. Add the sterilizer cleaner recommended by the manufacturer. Remove trays and tray rack, wipe off with a damp cloth, and reinstall.
- Remove / clean door and dam gaskets
- Check the pressure relief valve

Monthly sterilized packages inspection: (S)

- Maintenance of sterility is event-related, not time-related. Sterilized items are considered sterile until use, unless an event causes contamination. Staff shall inspect all sterilized instrument packages to ensure that the packages are not opened, wet/moist, discolored, or damaged.
- Compromised packages shall be removed from the sterile package storage area immediately and:
 - Repackaged
 - Relabeled
 - Resterilized