

### Lab Daily, Weekly, Monthly and more Tasks

#### Daily

1. Startup and QC all booked analyzers (including Winship).
2. Remove any trash from lab areas.
3. Top up 70% ethanol bottles.
4. Wipe down benches with 70% ethanol.
5. Wipe down Keyboards with 70% ethanol.
6. Top up any sheath tanks with PBS.
7. Top up both Cytotflex buffer tank and instrument sheath tank.
8. Fill empty Aurora sheath tanks with Milli-Q (including Winship)
9. Take out any recycling and cardboard etc.
10. Fill and autoclave any empty cell sorter sheath tanks with 1x PBS including Sony.
11. Assist users as needed.
12. Start-up and QC cell sorter if required.

#### Weekly

1. Startup ISX and calibrate (Tuesday or Wednesday).
2. Startup Luminex and calibrate (Tuesday or Wednesday).
3. Make up bulk PBS in large tanks as needed using 10x PBS.
4. Make up new biohazard bins and take full bins down to the storage facility as needed.
5. Long clean on Cytotflex.
6. Order lab supplies as needed.
7. Top up 70% Ethanol tank FACS Aria.

#### Monthly

1. Long clean LSR II (15 mins of 10% Contrad then water).
2. Long clean Symphony (15 mins of 10% Contrad then water).
3. Long clean Aurora (Shutdown overnight in 50% Contrad).
4. Long clean Sony (70% Ethanol – follow Wizard).
5. Check data is being backed up to server.
6. 1<sup>st</sup> of the month, test eyewashes and fill in EHSO sheet.
7. Check for software updates.
8. 1st of the month, test eyewashes and fill in EHSO sheet.
9. Track QC on all instruments.