

**PREVENTATIVE MAINTENANCE CHECKLIST FOR DIRECT HEAT AND WATER JACKET INCUBATORS**

Mfg \_\_\_\_\_ Model/Serial \_\_\_\_\_  
 Customer \_\_\_\_\_  
 Location \_\_\_\_\_  
 Contact / Phone \_\_\_\_\_



Contract     Billable     Other    Purchase Order \_\_\_\_\_

Complete all applicable tasks with the following codes and comments. Include additional comments on rear.

P Pass     F Fail     N N/A

TASK	COMMENTS
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**Inspect**

- Inner Door Gasket \_\_\_\_\_
- Outer Door Gasket \_\_\_\_\_
- Inner Door Latch \_\_\_\_\_

**Remove / Clean**

- Humidity Water Pan \_\_\_\_\_
- Interior Shelves \_\_\_\_\_
- Chamber HEPA \_\_\_\_\_
- Ducts and Plenums \_\_\_\_\_
- Air Sample Filter \_\_\_\_\_
- Blower Motor Assembly and Gasket \_\_\_\_\_
- CO2 Sensor and Gasket \_\_\_\_\_
- CO2 Filter \_\_\_\_\_
- Access Port Filter \_\_\_\_\_
- Inner Door Gasket \_\_\_\_\_
- Using a non-chlorine based general laboratory cleaner, wipe out entire chamber, including door opening, inner door gasket, plenum, ducts, shelves, blower cavity and sensor cavity \_\_\_\_\_
- Rinse twice with clean water \_\_\_\_\_
- Dry the entire chamber \_\_\_\_\_

**Install**

- CO2 Sensor and New Gasket \_\_\_\_\_
- New Blower Wheel \_\_\_\_\_
- Blower Assembly and New Gasket \_\_\_\_\_
- New Access Port Filter \_\_\_\_\_
- New CO2 Filter \_\_\_\_\_
- Inner Door Gasket \_\_\_\_\_
- Plenum and Ducts \_\_\_\_\_
- New Air Sample Filter \_\_\_\_\_
- New Chamber HEPA Filter \_\_\_\_\_
- Shelves \_\_\_\_\_
- Water Pan with Fresh Water \_\_\_\_\_
- Inner Door Gasket \_\_\_\_\_
- Rust Inhibitor (WJ only - every 2 years) \_\_\_\_\_
- Restart unit and let operate for a minimum of 8 hours and verify all parameters. \_\_\_\_\_

**Verify**

- Over Temperature Alarm \_\_\_\_\_
- Low Temperature Alarm \_\_\_\_\_
- High CO2 Alarm \_\_\_\_\_
- Low CO2 Alarm \_\_\_\_\_
- Door Ajar Alarm \_\_\_\_\_
- Temperature Sensor Failure Alarm \_\_\_\_\_
- CO2 Sensor Failure Alarm \_\_\_\_\_
- Low Water Alarm (WJ only) \_\_\_\_\_
- Type of Water / Additives \_\_\_\_\_

Engineer: \_\_\_\_\_

Date: \_\_\_\_\_