

labOptimise

Centrifuges housekeeping - monthly task sheet

Cross-platform record for care between planned maintenance visits

Month / year

Laboratory / site

Instrument ID

Location

Owner

SOP / reference

DAILY CHECK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Rotor, chamber and drive fitting																
Buckets, adapters and closures																
Load and run parameters																
Lid and run behaviour																

DAILY CHECK	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Rotor, chamber and drive fitting															
Buckets, adapters and closures															
Load and run parameters															
Lid and run behaviour															

WEEKLY CHECKS - complete once each week

Clean and dry: Clean the rotor, lid, buckets, adapters, chamber and accessible drive area using the compatible OEM procedure. Remove spills, salts, crystals and

W1

W2

W3

W4

Corrosion and damage inspection: Inspect bores, cavities, threads, pivots, trunnions, bucket grooves, lids, seals and accessible rotor surfaces for pitting, cracks,

W1

W2

W3

W4

MONTHLY REVIEW

☐ Rotor-life control: Reconcile rotor identity, accumulated use where monitored, required inspection dates, retirement limits and any

POST-MAINTENANCE / RETURN TO USE

☐ Reassembly, function and qualification impact assessed and recorded.

Concerns / task reference:

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Annual servicing is one important control - not a year-round maintenance strategy.

Laboratory centrifuges experience repeated high-speed loading, chemical exposure, temperature cycling and handling throughout the year. Their condition needs maintaining between service visits through correct loading, prompt cleaning, rotor inspection, usage-life control and timely response to vibration or damage.

DAILY

Rotor, chamber and drive fitting

Before loading, inspect accessible rotor surfaces, bores, chamber and drive fitting for residue, retained liquid, corrosion, cracks or other damage. Do not use a questionable component.

DAILY

Buckets, adapters and closures

Confirm the correct matched components are complete, correctly seated and undamaged; buckets must move freely where applicable and tubes, bottles, lids and seals must be suitable.

WEEKLY

Clean and dry

Clean the rotor, lid, buckets, adapters, chamber and accessible drive area using the compatible OEM procedure. Remove spills, salts, crystals and condensation promptly, then dry thoroughly.

WEEKLY

Corrosion and damage inspection

Inspect bores, cavities, threads, pivots, trunnions, bucket grooves, lids, seals and accessible rotor surfaces for pitting, cracks, deformation, abrasion, wear or chemical attack.

MONTHLY

Rotor-life control

Reconcile rotor identity, accumulated use where monitored, required inspection dates, retirement limits and any restrictions stated in the current rotor instructions.

MONTHLY

Cooling, condensate and ventilation

Review temperature behaviour, condensation, chamber drainage or collection trays and accessible ventilation openings; investigate recurring moisture, ice or slow cooling.

SHUTDOWN

Clean, secure and leave the instrument in its defined state.

POST-MAINTENANCE

Check reassembly and function; assess verification or qualification impact.

METHOD CONTROL

Current standard, method, OEM manual and SOP remain controlling.

PAUSE AND INVESTIGATE WHEN YOU SEE

• Unusual vibration or imbalance

Stop the run when vibration exceeds normal behaviour, the load shifts or an imbalance warning appears.

• Spill, leakage or tube breakage

Liquid, salt deposits, glass or plastic fragments, aerosol release or unexplained residue is found in the rotor or chamber.

• Rotor or bucket damage

Cracks, pitting, corrosion, deformation, abrasion or a dropped-component history require assessment before reuse.

• Speed or temperature deviation

Displayed or checked speed, time or temperature does not reach or maintain the expected condition.

• Lid, lock or rotor-security concern

The lid or rotor will not secure normally, unlocks unexpectedly or shows damaged locking hardware.

• Noise, odour or repeated errors

Grinding, rubbing, electrical odour or recurring drive, lid, imbalance or safety messages develop.

MONTH-END REVIEW

Reviewed by: _____ Date: _____ Outcome / follow-up: _____