Quality Control Document:

Housekeeping Schedule

# Purpose

All laboratories that analyse or process human biomaterial samples for clinical trials and studies, and/or prepare clinical sample kits, must be kept in a clean and orderly state. This is imperative to protect sample integrity and to prevent contamination. The purpose of this document is to provide template forms for housekeeping records. The use of these template forms is optional.

The template housekeeping record forms can be used to log daily, weekly and monthly housekeeping activities. Instructions on how to complete these records are also included in this document. You may prefer to create your own project-specific housekeeping schedule; it must adhere to the specifications outlined in the Laboratory Facilities SOP (UoB-CRL-SOP-002).

The template forms contained in this document may be used for all trials and studies.

# Instructions

1. Remove this first instruction page.
2. Update the header to include the trial/study ID.
3. Update the footer, retaining the document reference information relating to this quality control document (QCD).
4. Determine what each laboratory’s housekeeping requirements will be and the frequency at which they need to be performed. Each laboratory must set up and maintain its own separate housekeeping records.
5. Based on the determined housekeeping requirements, create housekeeping record forms, e.g. daily, weekly and/or monthly housekeeping record forms.
6. Write the laboratory’s number at the top of each form.
7. On each of the housekeeping record forms, state the housekeeping activities that are required. See examples below.

* Daily activities: e.g. empty waste, clean bench, remove used glassware
* Weekly activities: e.g. deep clean tissue culture hoods, clean incubators
* Monthly activities: e.g. empty, clean and refill water baths, clean centrifuges and buckets.

1. Record on the form each time a housekeeping activity is completed.
2. Store all records in the laboratory master file (LMF). Housekeeping records must be maintained on an on-going basis throughout the trial/study and be archived with the other documents when the trial/study closes. See the *Archiving SOP (UoB-CLN-ARC-SOP-001)*.
3. Where equipment (such as pipettes and balances) requires calibration after cleaning, ensure it is carried out correctly and documented. See the quality control documents (QCD) *Calibration of Balances (UoB-CRL-QCD-011), Calibration of Thermometers (UoB-CRL-QCD-012)* and *Calibration of Single-Channel and Multi-Channel Pipettes (UoB-CRL-QCD-013).*

# Related documents

* UoB-ARC-SOP-001 Archiving
* UoB-CRL-QCD-011 Calibration of Balances
* UoB-CRL-QCD-012 Calibration of Thermometers
* UoB-CRL-QCD-013 Calibration of Single-Channel and Multi-Channel Pipettes
* UoB-CRL-SOP-001 Laboratory Set Up and Management
* UoB-CRL-SOP-002 Laboratory Facilities
* UoB-CRL-SOP-003 Sample Management
* UoB-CRL-SOP-004 Laboratory Analysis
* UoB-CRL-SOP-005 Reportable Issues

UoB QMS documents can be found on the [CRCT website](https://www.birmingham.ac.uk/research/activity/mds/mds-rkto/governance/index.aspx). Internal work instructions can be obtained from the CRCT ([crct@contacts.bham.ac.uk](mailto:crct@contacts.bham.ac.uk)) and/or from the RGT ([researchgovernance@contacts.bham.ac.uk](mailto:researchgovernance@contacts.bham.ac.uk)).

# Laboratory Number:

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| --- | --- | --- | --- |
| **Daily Housekeeping Activities** | | | |
| **1** |  | **4** |  |
| **2** |  | **5** |  |
| **3** |  | **6** |  |

**Record in the table below each time daily housekeeping is performed**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date**  (dd-mmm-yyyy) | **Activity Number** | **Comments** | **Done by** (initials) | **Date**  (dd-mmm-yyyy) | **Activity Number** | **Comments** | **Done by** (initials) |
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# Laboratory Number:

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| **Weekly Housekeeping Activities** | | | |
| **1** |  | **4** |  |
| **2** |  | **5** |  |
| **3** |  | **6** |  |

**Record in the table below each time weekly housekeeping is performed**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date**  (dd-mmm-yyyy) | **Activity Number** | **Comments** | **Done by** (initials) | **Date**  (dd-mmm-yyyy) | **Activity Number** | **Comments** | **Done by** (initials) |
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# Laboratory Number:

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| **Monthly Housekeeping Activities** | | | |
| **1** |  | **4** |  |
| **2** |  | **5** |  |
| **3** |  | **6** |  |

**Record in the table below each time monthly housekeeping is performed**

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| **Date**  (dd-mmm-yyyy) | **Activity Number** | **Comments** | **Done by** (initials) | **Date**  (dd-mmm-yyyy) | **Activity Number** | **Comments** | **Done by** (initials) |
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