

ESC Endoscope Storage Cabinet

Maintenance Log Sheet

Hospital:	
Department:	
Model:	
Serial No:	

TICK THE BOX ONCE THE MAINTENANCE CHECK HAS BEEN COMPLETED, DATE & SIGN.
FREQUENCY SHOULD BE COMPLETED AS RECOMMENDED IN THE MAINTENANCE PROTOCOL

DAILY			WEEKLY		MONTHLY						
Check door lock / alarm function & Confirm door override key location	Verify airflow to each endoscope position	Verify positive cabinet pressure is > 10Pa	Lubricate Hookup O-rings	Change absorbent Mat	Clean inside and outside of cabinet with disinfectant wipe	Monitor air vents for cleanliness	Monitor hookup for damage	Wipe exterior of hookup with disinfectant wipe (if not used during HLD)	DAY	DATE	SIGNATURE
									MON		
									TUE		
									WED		
									THU		
									FRI		
									SAT		
									SUN		