

**HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL
CLINITEK 500 START UP**

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PRINCIPLE: Daily cleaning must be done to keep the instrument in optimal operating condition

PROCEDURE

1. Daily cleaning of the Clinitek 500 is to include the fixed platform, moving table, reagent strip hold-down plate, push bar, and liner.
2. Remove the push bar by tilting it slightly upwards and pulling straight out.
3. Remove the waste bin liner and discard the used Reagent strips into an appropriate container.
4. Remove the fixed platform by pulling the entire assembly towards you.
5. Remove the moving table in the same manner
6. Remove the holddown plate from the fixed platform by pressing up against the tab at the back of the plate. Then pull the other end from its retaining hole. **Removal of the holddown is important for proper cleaning.**
7. Clean each piece (push bar, platform, holddown, table and liner) with warm water and mild soap. **Do not use any type of solvent. If disinfection is necessary see manual sec. 5.3.**
8. When cleaning the platform, avoid wiping across the two white calibration bars: use a cotton-tipped swab, wetted with plain water, to clean the bars.
9. Rinse each piece thoroughly and dry with a paper towel or soft cloth. Allow the calibration bars on the platform to air dry. Note: inspect the calibration bars for scratches, marks or discoloration. If the bars cannot be cleaned, the platform must be replaced.
11. Reinstall the moving table by holding the table with the small rectangular tab facing to the back and aligning the two grooves on the bottom of the table with the edges of the platform on which the table rests. Gently push the table in as far as it will go.
12. Reinstall the holddown and fixed platform by positioning the holddown with the arrow side facing up and the arrow pointing to the back. Place the pin on the front of the holddown into the hole at the front of the fixed platform. Then align the tab at the back of the holddown with the slot at the back of the platform and snap the holddown into place. Make sure the calibration bars are visible.
13. Align the two grooves on the bottom of the fixed platform with the arms extending from the instrument. **Do not force the platform. Reposition and try to reinstall .**
 14. Hold the push bar by its flattened end and, with this end slightly upward, insert the peg on the other end of the bar into the hole in the pusher mechanism. Lower the push bar into place.
15. Replace the liner if necessary.
16. Clean screen when necessary with a damp (glass cleaner) non-abrasive cloth.
17. Turn the power on .
18. Run controls (Bio-Rad qUAntify Level 1 and 2) according to SOP and document on log sheet.