

Daily

1. Startup and QC all analyzers
2. Remove any trash from lab areas
3. Wipe down benches with 70% EtOH
4. Wipe down keyboards with 70% EtOH
5. Top up any sheath tanks (with specified buffer or MilliQ-water)
6. Fill or replace any additive cleaning bottles (analyzers)
7. Empty waste containers and replace bleach
8. Assist users as needed
9. Start-up and QC sorter if required
10. iLab appointment confirmations
11. Update training and sorting calendars

Weekly

1. If no appointments startup and QC sorter (MWF)
2. Make bulk and additive fluids for Agilent machines
3. Inventory lab supplies
4. Long decontamination shutdown on Bigfoot sorter

Monthly

1. Long clean on Aurora
2. Data back-up and maintenance on analyzers
3. Data removal on offline analysis computers
4. Check eye wash stations
5. Autoclave Bigfoot bulk fluid bottles
6. Check fluid stability on Agilent analyzers
7. Order lab supplies as needed