

# BIOPHARMATRIX: SHARED EQUIPMENT USAGE & MAINTENANCE LOG

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Equipment Name: \_\_\_\_\_ Serial Number: \_\_\_\_\_  
Location: \_\_\_\_\_ Custodian: \_\_\_\_\_

Date	User Name	Organization	Start Time	End Time	Project Code	Status/Notes
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## Maintenance & Calibration Records

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\*Note any repairs, preventative maintenance (PM), or calibrations performed below.\*

Date	Service Type	Service Provider	Notes	Next Due Date
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## General Safety Rules for This Equipment:

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1. **Certification:** Do not use if the calibration/certification sticker is expired.
2. **Cleanup:** Clean and decontaminate work surface after every use.
3. **Fault Reporting:** Report any unusual noise or error codes to the Director immediately.
4. **Logbook:** All usage must be recorded; failure to log may result in loss of access.