

Month / year	Laboratory / site		Instrument ID			Location				Owner			SOP / reference			
DAILY CHECK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Chamber, shelves and cleanliness																
Set point, actual temperature and status																
Door, seal and access ports																
Load, airflow and material suitability																

DAILY CHECK	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Door, seal and access ports															
Load, airflow and material suitability															

WEEKLY CHECKS - complete once each week

Interior condition: Inspect walls, shelves, door and seals; remove residue, spills or condensate by the approved procedure.

W1

W2

W3

W4

Airflow condition: Keep intake, exhaust and circulation paths clear; investigate new fan noise, vibration or reduced airflow.

W1

W2

W3

W4

MONTHLY REVIEW

☐ Performance trend: Review excursions, overshoot, recovery, stability and position- or load-related concerns.

POST-MAINTENANCE / RETURN TO USE

☐ Reassembly, function and qualification impact assessed and recorded.

Concerns / task reference:

LO-THERMAL--HKG-CHK-001 | Rev 01 | 24 Sep 2026

Lab Optimise Ltd | Page 1 of 2

Annual servicing is one important control - not a year-round maintenance strategy.

Laboratory ovens and incubators experience repeated heating cycles, door opening, changing loads, residues, airflow demand and reliance on temperature-control and overtemperature systems throughout the year. Their condition needs maintaining between service visits through safe loading, temperature review, prompt cleaning and timely response to abnormal recovery, alarms or distribution concerns.

DAILY

Chamber, shelves and cleanliness

Confirm the chamber and shelves are clean, dry, undamaged and free from retained samples, packaging, residue or corrosion. Check that shelves are secure and suitable for the intended load.

DAILY

Set point, actual temperature and status

Confirm the approved programme or set point, displayed condition and required independent monitoring evidence before relying on the chamber. Investigate any unresolved alarm, message or data gap.

WEEKLY

Interior and spill control

Inspect chamber walls, shelves, supports, door surfaces and accessible seals for residue, spills, condensate or biological growth. Clean with compatible agents by the approved procedure.

WEEKLY

Airflow, fan and ventilation condition

Confirm accessible intake, exhaust and circulation paths are clear; notice unusual fan sound, vibration or reduced movement. Maintain the external clearances stated by the OEM.

MONTHLY

Performance and distribution trend

Review excursions, overshoot, recovery, stability and any position- or load-related concern against the approved limits and established baseline.

MONTHLY

Door, gasket, shelves and serviceable items

Inspect accessible hinges, latches, gaskets, shelves, supports, fans, filters and ports. Complete only the user maintenance authorised for the installed model.

SHUTDOWN

Clean, secure and leave the instrument in its defined state.

POST-MAINTENANCE

Check reassembly and function; assess verification or qualification impact.

METHOD CONTROL

Current standard, method, OEM manual and SOP remain controlling.

PAUSE AND INVESTIGATE WHEN YOU SEE

• Temperature excursion or overshoot

Controller or approved reference evidence moves outside the defined range, overshoots unexpectedly or does not settle.

• Alarm or overtemperature concern

An alarm fails, remains unresolved, repeatedly activates or the independent overtemperature system is triggered, altered or uncertain.

• Slow or failed recovery

The chamber takes longer than its established behaviour to recover after access, loading or a programme change.

• Door, seal or condensation issue

A door will not secure normally, a gasket is damaged or contaminated, or unexpected moisture develops in or around the chamber.

• Position or uniformity concern

Results, reference readings or sample condition vary unexpectedly with shelf, position, loading pattern or airflow.

• Unusual sound, odour, heat or residue

New fan noise, vibration, electrical or process odour, abnormal external heat, smoke, discolouration, corrosion or unexplained residue appears.

MONTH-END REVIEW

Reviewed by: _____ Date: _____ Outcome / follow-up: _____