

## **Appendix 1**

### **Safety level 2 laboratories**

Excel tables are provided as an Appendix to the maintenance handbook. They show the requirements for the maintenance and inspection journals, and give explanations and examples for consistent further development.

Maintenance and inspection journals are given for all safety-relevant systems, structured according to safety level 2 and 3 laboratories. They may be completed with reference to the SWKI guidelines or in collaboration with the specialist companies.

**The Excel tables are weighted towards ventilation systems, as experience has shown that these are the priority for maintenance and inspection journals.**

	<b>Maintenance and inspection</b>		<b><i>Name of system / component</i></b>														
Company: _____		Location: _____															
Person responsible: _____		Facility: _____															
Place / date: _____		Commissioning															
<b>Function</b>		<b>Maintenance / inspection plan</b>															
		Code	Individual part	Task												Part no.	
				Check			Functioning	Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations	Note	
				State	Corrosion	Tightness											
<b>Checks</b>																	
<b>Reliability</b>																	
<b>Safety measure</b>																	
<b>Disposal</b>																	
<b>Notes</b>																	
		Key:    T = Daily                      V = Quarterly                      2J= Biennially W = Weekly                    H = Semi-annually                Z = As required M = Monthly                   J = Annually                        A = .....															



	<div>Maintenance and inspectionSurfaces surrounding greenhouses</div>																	
Company: _____			Location: _____															
Person responsible: _____			Facility: _____															
Place / date: _____			Commissioning: _____															
Function			Maintenance / inspection plan															
Integrity is necessary for the surfaces surrounding BSL-2 greenhouses.			Code	Individual part	Task										Part no.			
					Check			Functioning	Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations	Note	
					State	Corrosion	Tightness											
Checks				Walls													more detail needed	
Check seals, drains, wire mesh in greenhouse for pests and for damage.				Ceiling													in work sheets for	
				Floor													individual parts	
				Doors														
				Windows														
Reliability				Penetrations														
Safety can be ensured only if the supplier's instructions are observed.																		
Safety measure																		
Disposal																		
Disposal must be carried out in a correct and environmentally sound way. Please consult supplier for advice on correct and environmentally sound disposal.																		
Notes																		
Observe manufacturer's instructions.			Key:    T = Daily                      V = Quarterly                      2J= Biennially W = Weekly                    H = Semi-annually                Z = As required M = Monthly                   J = Annually                        A = .....															

	<div>Maintenance and inspection<div>Isolated unit for housing animals</div></div>																
Company: _____			Location: _____														
Person responsible: _____			Facility: _____														
Place / date: _____			Commissioning: _____														
Function			Maintenance / inspection plan														
Some BSL-2 applications require an isolated animal room.			Code	Individual part	Task											Part no.	
					Check			Functioning	Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations	Note
					State	Corrosion	Tightness										
Checks				Walls													more detail needed
Check wall surfaces for damage				Ceilings													in work sheets for
Check window seals for damage				Floors													individual parts
				Doors													
				Windows													
Reliability				Penetrations													
Safety can be ensured only if the supplier's instructions are observed.																	
Safety measure																	
Disposal																	
Disposal must be carried out in a correct and environmentally sound way. Please consult supplier for advice on correct and environmentally sound disposal.																	
Notes																	
Observe manufacturer's instructions.			<div>Key:    T = Daily                      V = Quarterly                      2J= Biennially</div> <div>          W = Weekly                      H = Semi-annually                      Z = As required</div> <div>          M = Monthly                      J = Annually                      A = .....</div>														

	<div>Maintenance and inspection</div> <div>Decentralised wastewater treatment plant</div>																
Company: _____			Location: _____														
Person responsible: _____			Facility: _____														
Place / date: _____			Commissioning: _____														
Function			Maintenance / inspection plan														
Effluent tanks under showers and washbasins (if necessary for BSL-2, as user requires)			Code	Individual part	Task										Part no.		
					Check			Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations	Note	
					State	Corrosion	Tightness										Functioning
Checks				Effluent tanks													more detail needed
Check pipes and storage tanks for damage, corrosion and fastening				Water pipes and accessories													in work sheets for
Check for incrustation (on free drains, visual check)				Shut-off device													individual parts
Check watertightness				Anti-flooding devices													
Check insulation for damage				Drainage pump													
Reliability																	
Safety can be ensured only if the supplier's instructions are observed.																	
Safety measure																	
Disposal																	
Disposal must be carried out in a correct and environmentally sound way. Please consult supplier for advice on correct and environmentally sound disposal.																	
Notes																	
			Key:    T = Daily                      V = Quarterly                      2J= Biennially W = Weekly                    H = Semi-annually                Z = As required M = Monthly                   J = Annually                        A = .....														

	<b>Maintenance and inspection</b> <i>Service water network</i>																
Company: _____			Location: _____														
Person responsible: _____			Facility: _____														
Place / date: _____			Commissioning: _____														
<b>Function</b>			<b>Maintenance / inspection plan</b>														
Mains separation using backflow preventer recommended between drinking water and service water (BSL-2 laboratory separate from remaining drinking water supply) for eye showers and emergency showers			Code	Individual part	Task												Part no.
					Check			Functioning	Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations	Note
					State	Corrosion	Tightness										
<b>Checks</b>				Backflow preventer													more detail needed
Check water pipes and accessories for damage, (external) corrosion and fastening				Eye showers													in work sheets for
Check insulation for damage and completeness				Emergency showers													individual parts
Check for watertightness (visual check)				Water pipes and accessories													
Check sections of pipes for incrustation				Shut-off device													
<b>Reliability</b>				Service water pump													
Safety can be ensured only if the supplier's instructions are observed.																	
<b>Safety measure</b>																	
<b>Disposal</b>																	
Disposal must be carried out in a correct and environmentally sound way. Please consult supplier for advice on correct and environmentally sound disposal.																	
<b>Notes</b>																	
			Key:    T = Daily                      V = Quarterly                      2J= Biennially W = Weekly                    H = Semi-annually                Z = As required M = Monthly                 J = Annually                        A = .....														

	<div>Maintenance and inspection<div>Fire extinguishing equipment</div></div>																	
Company: _____			Location: _____															
Person responsible: _____			Facility: _____															
Place / date: _____			Commissioning: _____															
Function			Maintenance / inspection plan															
National legislation on fire safety requires fire extinguishers to be provided. Sprinkler systems should be avoided if possible because of contamination through extinguishing water. In some cases, coordination with the fire service responsible is necessary.			Code	Individual part	Task												Part no.	
					Check			Functioning	Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations	Note	
					State	Corrosion	Tightness											
Checks				Check fire extinguishers													In accordance with	
Check fire extinguishers for dirt, damage and corrosion Check label for expiry date				for damage													manufacturer's instructions	
				Filling pressure														
				Extinguishing agent														
				Internal check of container														
Reliability				Extinguisher testing set														
Safety can be ensured only if the supplier's instructions are observed.																		
Safety measure																		
Disposal																		
Disposal must be carried out in a correct and environmentally sound way. Please consult supplier for advice on correct and environmentally sound disposal.																		
Notes																		
			Key:    T = Daily                      V = Quarterly                      2J= Biennially W = Weekly                    H = Semi-annually                Z = As required M = Monthly                   J = Annually                        A = .....															



Maintenance and inspection		Air-conditioning system (AC) Supply air												
Company: _____ Person responsible: _____ Place / date: _____		Location: _____ Facility: _____ Commissioning: _____												
<b>Function</b>	Maintenance / inspection plan													
Conditioning of external air, temperature regulation of supply air to room conditions, regulating humidity of supply air to room conditions, filtering supply air Supply air systems possibly with redundancy (if user requires); air-conditioning systems (heating, cooling, humidifying, dehumidifying); heat recovery; silencing; supply air filter (2-level); pressure monitoring for filters and ducts; cooling pipes; volume flow controller for supply air	Code	Individual part	Task										Part no.	
			Check			Functioning	Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations
			State	Corrosion	Tightness									
														Note
<b>Checks</b>	L01	Device / monobloc housing												more detail needed
Check underpressure in lab area	L11	Coarse dust filter												in work sheets for
Check condensate tray and droplet separator for dirt, corrosion and functioning	L12	Fine dust filter												individual parts
Check directed air current into laboratory	L21	PWW fan heater												
Check fan for dirt, damage and corrosion	L24	Air cooler												In accordance with
Clear fan ports and drains that are in contact with air to preserve function	L33	Heat recovery grid system												manufacturer's instructions
<b>Reliability</b>	L42	Radial fan												In accordance with Swiss
Safety can be ensured only if the supplier's instructions are observed.	L44	Motor												Standard
	L45	Belt drive												
	L46	Fan/motor bearings												
<b>Safety measure</b>	L47	Frequency converter												
	L57	Steam humidifier												
	L74	Volume flow controller												
	L81	Air duct system												
	L82	Air intake opening												
<b>Disposal</b>	L83	Weatherproofing												
Disposal must be carried out in a correct and environmentally sound way. Please consult supplier for advice on correct and environmentally sound disposal.	L84	Air outlet												
	L88	Fire damper												
	L92	Electrical controls												
	L93	Measurement/control peripherals												
<b>Notes</b>	L94	Switchgear combination												
		Key:    T = Daily                      V = Quarterly                      2J= Biennially W = Weekly                      H = Semi-annually                      Z = As required M = Monthly                      J = Annually                      A = .....												

	<b>Maintenance and inspection</b>		<b><i>Air-conditioning system (AC) Exhaust air</i></b>														
	Company: _____ Person responsible: _____ Place / date: _____		Location: _____ Facility: _____ Commissioning: _____														
<b>Function</b>			<b>Maintenance / inspection plan</b>														
Exhaust air systems possibly with redundancy (if user requires); heat recovery; silencing; exhaust air filter to protect heat recovery; pressure monitoring for filters and ducts; cooling pipes; volume flow controller for exhaust air			Code	Individual part	Task											Part no.	
					Check			Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations	Note	
					State	Corrosion	Tightness										
<b>Checks</b>			L01	Device / monobloc housing													more detail needed
Check heat exchanger for dirt, damage and corrosion			L11	Coarse dust filter													in work sheets for
Check air filters for inadmissible dirt and damage (leakage); replace the air filter in question if filter stage was last replaced less than 6 months ago; otherwise replace the entire filter stage			L33	Heat recovery grid system													individual parts
Check differential pressure; if necessary replace filter stage			L42	Radial fan													
<b>Reliability</b>			L44	Motor													In accordance with
Safety can be ensured only if the supplier's instructions are observed.			L45	Belt drive													manufacturer's instructions
			L46	Fan/motor bearings													In accordance with Swiss
			L47	Frequency converter													Standard
			L74	Volume flow controller													
			L81	Air duct system													
<b>Safety measure</b>			L83	Weatherproofing													
			L84	Air outlet													
			L88	Fire damper													
			L92	Electrical controls													
			L93	Measurement/control peripherals													
<b>Disposal</b>			L94	Switchgear combination													
Disposal must be carried out in a correct and environmentally sound way. Please consult supplier for advice on correct and environmentally sound disposal.																	
<b>Notes</b>																	
			Key:    T = Daily                      V = Quarterly                      2J= Biennially W = Weekly                    H = Semi-annually                Z = As required M = Monthly                    J = Annually                        A = .....														

<b>Maintenance and inspection</b> Company: _____ Person responsible: _____ Place / date: _____		<b>Refrigeration for air coolers in AC system</b> Location: _____ Facility: _____ Commissioning: _____														
<b>Function</b>		<b>Maintenance / inspection plan</b>														
Cold water generation with a recooling plant (and possibly (split units) should be provided for temperature control in the laboratory; possibly also with redundancy if user requires.		Code	Individual part	Task										Part no.		
				Check			Functioning	Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations	Note
				State	Corrosion	Tightness										
<b>Checks</b>		K01	Alarm system													more detail needed
Check piston, screw and turbo compressors for external dirt, damage and corrosion Check fastening and running noise Measure suction pressure Measure suction gas temperature before compressor Measure final compression pressure		K02	Energy meter													in work sheets for
		K12	Piping / fittings													individual parts
		K21	Expansion devices													
		K24	Pressure expansion tank													In accordance with
<b>Reliability</b>		K41	Frequency converter													manufacturer's instructions
Safety can be ensured only if the supplier's instructions are observed.		K45	Wet rotor pump													In accordance with Swiss
		K67	Dry heat exchanger													Standard
		K92	Compressor piston													
<b>Safety measure</b>																
<b>Disposal</b>																
Disposal must be carried out in a correct and environmentally sound way. Please consult supplier for advice on correct and environmentally sound disposal.																
<b>Notes</b>																
		Key:    T = Daily                      V = Quarterly                      2J= Biennially W = Weekly                      H = Semi-annually                      Z = As required M = Monthly                      J = Annually                      A = .....														

	<b>Maintenance and inspection</b>		<b><i>UPS / battery system if user requires</i></b>														
	Company: _____		Location: _____														
	Person responsible: _____		Facility: _____														
Place / date: _____		Commissioning: _____															
<b>Function</b>		<b>Maintenance / inspection plan</b>															
Where applicable, A UPS / battery system may be planned if user requires. UPS is not generally necessary for BSL-2 laboratories.		Code	Individual part	Task										Part no.			
				Check			Functioning	Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations	Note	
				State	Corrosion	Tightness											
<b>Checks</b>																	
Check accumulator and charging device for dirt, damage, corrosion and functioning, and check environmental conditions			Accumulator														more detail needed
Clean			Charging device														in work sheets for
Check electrolyte			Cables, pipes, rails														individual parts
Measure cell or block voltage			Electrical protective measures														
Top up or replace electrolyte																	In accordance with
<b>Reliability</b>																	manufacturer's instructions
Safety can be ensured only if the supplier's instructions are observed.																	
<b>Safety measure</b>																	
<b>Disposal</b>																	
Disposal must be carried out in a correct and environmentally sound way. Please consult supplier for advice on correct and environmentally sound disposal.																	
<b>Notes</b>																	
		Key:    T = Daily                      V = Quarterly                      2J= Biennially W = Weekly                      H = Semi-annually                      Z = As required															

	<div>Maintenance and inspection<div>Power supply</div></div>																
Company: _____		Location: _____															
Person responsible: _____		Facility: _____															
Place / date: _____		Commissioning: _____															
Function		Maintenance / inspection plan															
Where applicable, a user-specific safety power supply should be planned.		Code	Individual part	Task												Part no.	
				Check			Functioning	Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations	Note	
				State	Corrosion	Tightness											
Checks			Generator														more detail needed
Check generator for functioning, dirt, damage and corrosion Clean Lubricate bearings Check state of slip rings, carbon brushes and brush holders Check switchgears for dirt, damage and corrosion			Accumulators														in work sheets for
			Low-voltage switchgear														individual parts
			Reactive current compensation system														
			Electrical subdistributors														In accordance with
Reliability																	manufacturer's instructions
Safety can be ensured only if the supplier's instructions are observed.																	In accordance with Swiss
																	Standard
Safety measure																	
Disposal																	
Disposal must be carried out in a correct and environmentally sound way. Please consult supplier for advice on correct and environmentally sound disposal.																	
Notes																	
		Key:    T = Daily                      V = Quarterly                      2J= Biennially W = Weekly                    H = Semi-annually                Z = As required M = Monthly                   J = Annually                        A = .....															

	<b>Maintenance and inspection</b>		<b>Lighting / emergency lighting / safety lighting</b>													
	Company: _____ Person responsible: _____ Place / date: _____		Location: _____ Facility: _____ Commissioning: _____													
<b>Function</b>			<b>Maintenance / inspection plan</b>													
Central battery for safety lighting Individual or group batteries for safety lighting Uninterruptible power supply (UPS) Normal use (e.g. management, active components)			Code	Individual part	Task										Part no.	
					Check			Functioning	Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations
					State	Corrosion	Tightness									
															Note	
<b>Checks</b>				Central battery												more detail needed
Check work safety installation for completeness, damage and if necessary for functioning (e.g. voltmeter, actuating rods, replacement fuses, earthing components, warning signs) Check functioning of room lighting and safety lighting Check that electrical connections including connections of busbars are mechanically				UPS												in work sheets for
				Emergency lighting												individual parts
				Safety lighting												
<b>Reliability</b>																In accordance with
Safety can be ensured only if the supplier's instructions are observed.																manufacturer's instructions
																In accordance with Swiss
																Standard
<b>Safety measure</b>																
<b>Disposal</b>																
Disposal must be carried out in a correct and environmentally sound way. Please consult supplier for advice on correct and environmentally sound disposal.																
<b>Notes</b>																
			Key:    T = Daily                      V = Quarterly                      2J= Biennially W = Weekly                    H = Semi-annually                Z = As required M = Monthly                   J = Annually                        A = .....													

	<b>Maintenance and inspection</b>														<b>Fire alarm system</b>																	
	Company: _____ Person responsible: _____ Place / date: _____														Location: _____ Facility: _____ Commissioning: _____																	
<b>Function</b>															<b>Maintenance / inspection plan</b>																	
<p>New laboratory buildings should be equipped with a fire alarm system throughout. It should include a PA system for all lab areas, so that instructions can be given in the event of an evacuation.</p>															Code	Individual part	Task												Part no.			
																	Check			State	Corrosion	Tightness	Functioning	Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations	Note
<b>Checks</b>																	Switch elements														more detail needed	
Check switch and display elements for dirt, damage and corrosion																	Trigger elements														in work sheets for	
Check functioning of trigger and display elements in the fire alarm system																	Display elements														individual parts	
Check message transfer settings in the fire alarm system																	Smoke and fire detectors															
																															In accordance with	
<b>Reliability</b>																															manufacturer's instructions	
Safety can be ensured only if the supplier's instructions are observed.																															In accordance with Swiss	
																															Standard	
<b>Safety measure</b>																																
<b>Disposal</b>																																
Disposal must be carried out in a correct and environmentally sound way. Please consult supplier for advice on correct and environmentally sound disposal.																																
<b>Notes</b>																																
															<p>Key:    T = Daily                      V = Quarterly                      2J= Biennially</p> <p>          W = Weekly                    H = Semi-annually                Z = As required</p> <p>          M = Monthly                  J = Annually                        A = .....</p>																	

[illegible]



		<div> <div>Maintenance and inspection</div> <div>Class II safety cabinet</div> </div>														
Company: _____ Person responsible: _____ Place / date: _____		Location: _____ Facility: _____ Commissioning: _____														
Function		Maintenance / inspection plan														
EN 12 469 certified; ISO 14644-1; depending on type, fixed connection to duct network or discharge into laboratory; locking / control through AC system; locking sliding window with UV light; type with HEPA filter		Code	Individual part	Task										Part no.		
				Check			Functioning	Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations	Note
				State	Corrosion	Tightness										
Checks			Body of safety cabinet													more detail needed
Check fan for dirt, damage and corrosion,			HEPA filter													in work sheets for
Check differential pressure in HEPA filter; replace filter if necessary, observing safety guidelines			Fan													individual parts
Check locking of sliding windows under UV light			UV lighting													
Check and measure air flow through sliding window into safety cabinet																In accordance with
Reliability																manufacturer's instructions
Safety can be ensured only if the supplier's instructions are observed.																
Safety measure																
Disposal																
Disposal must be carried out in a correct and environmentally sound way. Please consult supplier for advice on correct and environmentally sound disposal.																
Notes																
		<div> <div>Key:</div> <div> <div>T = Daily</div> <div>V = Quarterly</div> <div>2J= Biennially</div> </div> <div> <div>W = Weekly</div> <div>H = Semi-annually</div> <div>Z = As required</div> </div> <div> <div>M = Monthly</div> <div>J = Annually</div> <div>A = .....</div> </div> </div>														

	<b>Maintenance and inspection</b>															
	<i><b>Autoclave</b></i>															
	Company: _____ Person responsible: _____ Place / date: _____					Location: _____ Facility: _____ Commissioning: _____										
<b>Function</b>		<b>Maintenance / inspection plan</b>														
Steam or electric steriliser Where applicable, sterilisation of condensate in BSL-2 Door lock Filter for steam and exhaust air		Code	Individual part	Task											Part no.	
				Check			Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations	Note	
				State	Corrosion	Tightness										
<b>Checks</b>																
Check sterilisation using bioindicator			Body of autoclave													more detail needed
Check drainage of condensate water			Steam steriliser													in work sheets for
Check door locking			Door lock													individual parts
Check filter for steam and exhaust air (type)																
<del>Check temperature range to be used</del>																In accordance with
<b>Reliability</b>																manufacturer's instructions
Safety can be ensured only if the supplier's instructions are observed.																
<b>Safety measure</b>																
<b>Disposal</b>																
Disposal must be carried out in a correct and environmentally sound way. Please consult supplier for advice on correct and environmentally sound disposal.																
<b>Notes</b>																
		Key:    T = Daily                      V = Quarterly                      2J= Biennially W = Weekly                    H = Semi-annually                Z = As required M = Monthly                   J = Annually                        A = .....														

	<b>Maintenance and inspection</b>		<b>IVC (individually ventilated cages)</b>													
	Company: _____		Location: _____													
	Person responsible: _____		Facility: _____													
Place / date: _____		Commissioning: _____														
<b>Function</b>		<b>Maintenance / inspection plan</b>														
Racks of IVC (individually ventilated cages) with ventilation systems		Code	Individual part	Task										Part no.		
				Check			Functioning	Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations	
				State	Corrosion	Tightness										
																Note
<b>Checks</b>			Supply air system													more detail needed
Check fan for dirt, damage and corrosion			Exhaust air system													in work sheets for
Check air filters for inadmissible dirt and damage (leakage); replace the air filter in question if necessary			Air filters													individual parts
Check differential pressure in air filters																
<b>Reliability</b>																In accordance with
Safety can be ensured only if the supplier's instructions are observed.																manufacturer's instructions
<b>Safety measure</b>																
<b>Disposal</b>																
Disposal must be carried out in a correct and environmentally sound way. Please consult supplier for advice on correct and environmentally sound disposal.																
<b>Notes</b>																
		<div>Key:</div> <div> <div>T = Daily</div> <div>V = Quarterly</div> <div>2J= Biennially</div> </div> <div> <div>W = Weekly</div> <div>H = Semi-annually</div> <div>Z = As required</div> </div> <div> <div>M = Monthly</div> <div>J = Annually</div> <div>A = .....</div> </div>														

	<div>Maintenance and inspection<div>Decontamination devices</div></div>																
Company: _____			Location: _____														
Person responsible: _____			Facility: _____														
Place / date: _____			Commissioning: _____														
Function			Maintenance / inspection plan														
<div>Generally, separate devices adapted to IVC racks and their ventilation systems.</div> <div>Devices are not considered individually. Please refer to the instructions for use and the declaration of conformity supplied with the equipment.</div>			Code	Individual part	Task												Part no.
					Check			Functioning	Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations	Note
					State	Corrosion	Tightness										
Checks																	In accordance with manufacturer's instructions
Reliability																	
Safety measure																	
Disposal																	
Notes																	
			<div>Key:    T = Daily                      V = Quarterly                      2J= Biennially</div> <div>          W = Weekly                      H = Semi-annually                      Z = As required</div> <div>          M = Monthly                      J = Annually                      A = .....</div>														

	<div>Maintenance and inspection<div>Filter for isolators</div></div>																	
Company: _____			Location: _____															
Person responsible: _____			Facility: _____															
Place / date: _____			Commissioning: _____															
Function			Maintenance / inspection plan															
Filter for supply and / or exhaust air			Code	Individual part	Task										Part no.			
					Check			Functioning	Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations	Note	
					State	Corrosion	Tightness											
Checks				Filter for isolators													more detail needed	
Check air filters for inadmissible dirt and damage (leakage); replace the air filter in question if necessary. Check differential pressure in air filter.				Filter housing													in work sheets for individual parts	
																		In accordance with
																		manufacturer's instructions
Reliability																		
Safety can be ensured only if the supplier's instructions are observed.																		
Safety measure																		
Disposal																		
Disposal must be carried out in a correct and environmentally sound way. Please consult supplier for advice on correct and environmentally sound disposal.																		
Notes																		
			Key:    T = Daily                      V = Quarterly                      2J= Biennially W = Weekly                    H = Semi-annually                Z = As required M = Monthly                   J = Annually                        A = .....															

	<div>Maintenance and inspection<div>Work benches</div></div>																	
Company: _____			Location: _____															
Person responsible: _____			Facility: _____															
Place / date: _____			Commissioning: _____															
Function			Maintenance / inspection plan															
Work benches are necessary for general work within BSL-2 laboratories.			Code	Individual part	Task												Part no.	
					Check				Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations	Note	
					State	Corrosion	Tightness	Functioning										
Checks				Work surface													more detail needed	
Check work bench surface for wear or damage, depending on material. Replace putty if necessary. Check functioning of water connection Check functioning of gas connection				Connections for technical gases													in work sheets for	
				Water connection													individual parts	
Reliability																	In accordance with	
Safety can be ensured only if the supplier's instructions are observed.																	manufacturer's instructions	
Safety measure																		
Disposal																		
Disposal must be carried out in a correct and environmentally sound way. Please consult supplier for advice on correct and environmentally sound disposal.																		
Notes																		
			Key:    T = Daily                      V = Quarterly                      2J= Biennially W = Weekly                    H = Semi-annually                Z = As required M = Monthly                   J = Annually                        A = .....															

	<div>Maintenance and inspection<div>Building automation</div></div>																
Company: _____			Location: _____														
Person responsible: _____			Facility: _____														
Place / date: _____			Commissioning: _____														
Function			Maintenance / inspection plan														
Building control technology should have, at least, interfaces to fire alarm and access control systems, measurement and control technology, and AC systems.			Code	Individual part	Task										Part no.		
					Check			Clean	Lubricate	Replace	Vent	Empty	Adjust	Special instructions	Official regulations	Note	
					State	Corrosion	Tightness										
Checks				Master computer													more detail needed
Check control cabinets, control panels and controls for correct and appropriate installation, and check environmental conditions Check for dirt, damage and corrosion Check protective covers for completeness and fastening				Control cabinet													in work sheets for
				Manual operating control													individual parts
Reliability																	In accordance with
Safety can be ensured only if the supplier's instructions are observed.																	manufacturer's instructions
																	In accordance with Swiss
																	Standard
Safety measure																	
Disposal																	
Disposal must be carried out in a correct and environmentally sound way. Please consult supplier for advice on correct and environmentally sound disposal.																	
Notes																	
			Key:    T = Daily                      V = Quarterly                      2J= Biennially W = Weekly                    H = Semi-annually                Z = As required M = Monthly                   J = Annually                        A = .....														