

Checklist for Instrument Storage

Project Name: _____
 Project Location: _____
 Point of Contact: _____
 Equipment Source: _____
 Equipment Serial Numbers: _____

 Reviewer's Name and Title: _____
 Date of Review: _____

	Y	N	N/A
a. Is the instrument dry and free from condensation?	_____	_____	_____
b. Are all cables & connectors clean and free from dirt and salt deposits? If not clean before storing.	_____	_____	_____
c. Does the charger show any sign of wear and tear?	_____	_____	_____

• Please give details -

d. Has the charger been PAT tested?	_____	_____	_____
e. Does the battery show any signs of swelling, if so replace the battery?	_____	_____	_____
f. Do the batteries need to be removed for charging?	_____	_____	_____

• If so, where have they been placed?

• If not, check the instrument instruction manual before charging.

g. Has the memory battery been checked? (Generally a small Lithium Ion battery located on the micro processor board, consult instrument manual)	_____	_____	_____
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	Date	Duration	Initial
h. For extended periods of down time it is recommended that the instrument be placed on charge every two weeks to maintain the battery's capacity.	_____	_____	_____

The instrument should be turned on and the battery capacity checked (this could be done with a volt meter) a general check of the instrument should also be performed to ensure that it is on working order.	_____	_____	_____
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Keep a log of when the instrument was last inspected and placed on charge	_____	_____	_____
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