

# DAILY LAB CHECKLIST

DATE: \_\_\_\_\_

S M T W T F S

## Start-of-Shift Tasks

- Clock in and review lab announcements or handovers from the previous shift
- Check and document refrigerator, freezer, and incubator temperatures
- Perform daily instrument start-up and calibration (if required)
- Run and verify quality control (QC) for all analyzers
- Inspect reagent levels and expiry dates; restock if necessary
- Clean and disinfect work surfaces and biosafety cabinets
- Review pending tests and STAT list from LIS (Laboratory Information System)

## Mid-Shift Tasks

- Monitor and log test turn-around times (TAT)
- Verify sample labeling, integrity, and volume before processing
- Perform manual or automated testing according to SOPs
- Record results and validate abnormal findings as needed
- Communicate critical values to authorized personnel promptly
- Replenish supplies (e.g., pipette tips, gloves, reagents) as needed
- Check LIS inbox for new orders or updated instructions

## End-of-Shift Tasks

- Save and backup data from instruments (if required)
- Finalize test results and release in LIS
- Perform end-of-day instrument cleaning and shutdown
- Dispose of biological waste following biosafety protocols
- Complete documentation logs (QC, maintenance, etc.)
- Relay important updates or pending tasks to the next shift



TO START



OK



DELAY



STUCK



CANCEL