

# 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