

HPLC housekeeping - monthly task sheet

Cross-platform laboratory record for daily, fortnightly, monthly and event-driven care

Month / year

Laboratory / site

Instrument ID

Department / location

Owner / responsible person

SOP / reference

DAYS 1-16

Daily check	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Solvent, levels and inlet lines																
Pressure, leaks, detector and waste																
After-buffer flush (if applicable)																
Shutdown / storage (if applicable)																

Tick or initial each applicable day. Mark N/A only where permitted by the laboratory procedure.

DAYS 17-31

Daily check	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Solvent, levels and inlet lines															
Pressure, leaks, detector and waste															
After-buffer flush (if applicable)															
Shutdown / storage (if applicable)															

Tick or initial each applicable day. Mark N/A only where permitted by the laboratory procedure.

FORTNIGHTLY CHECKS - complete twice during the month

Visible tubing, fittings, deposits and seal-wash condition

☐ Check 1

☐ Check 2

Inlet filters, autosampler needle area, wash path and waste

☐ Check 1

☐ Check 2

Planned dates: _____ and _____

MONTHLY CHECK

☐ Degasser, seldom-used channels, column and waste connections reviewed

POST-MAINTENANCE / RETURN TO USE

☐ Visual, prime/purge and applicable leak or pressure checks completed

Concerns / task reference: _____

HPLC housekeeping - task guidance

What to check, what to notice, and what to do next

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

Instrument condition needs maintaining between service visits through routine laboratory care.

FDA GLP | 21 CFR 58.63 (source)

DAILY

Solvent path

Confirm suitable fresh solvent, sufficient levels, compatible wash liquids and inlet lines free from visible air.

DAILY

Operating condition

Observe pressure stability; inspect leaks, drains and waste; note unexpected detector noise, drift or response loss.

FORTNIGHTLY

Flow path

Inspect accessible tubing and fittings for wetness, kinks, whitening, looseness or salt deposits. Check wash condition.

FORTNIGHTLY

Sampling path

Inspect inlet filters and the autosampler needle, wash and waste areas for contamination, residue or leakage.

MONTHLY

Channels

Exercise and flush degasser and seldom-used channels in line with current model-specific OEM guidance.

MONTHLY

System review

Inspect column and waste connections and review recurring pressure, carryover, retention or baseline behaviour.

AFTER BUFFER USE

Flush all applicable paths with a compatible staged sequence that avoids precipitating salts.

SHUTDOWN

Remove buffers, use suitable storage solvent, protect the column and record what remains in each line.

POST-MAINTENANCE

Check disturbed fittings, prime and purge, verify pressure/leaks and record return-to-use checks.



Pause and investigate early warning signals

- Pressure: fluctuation, rising backpressure or loss of flow
- Leaks/deposits: wet fittings, crystallised buffer or salts
- Restricted flow: dirty filters, cavitation, bubbles or slow delivery
- Retention: unexpected or intermittent shifts
- Reproducibility: precision, peak shape, carryover or baseline change
- Valves: repeated sticking or blockage symptoms

MONTH-END REVIEW / FOLLOW-UP

☐

No concerns identified

☐

Monitor / task raised

☐

Escalated for investigation

Use within local controls and current OEM instructions.