PhonInter Lab | VIZJA University

Maintenance Schedule and Blank Logs

Laboratory of Phonetics and Oral Interpretation

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This edition applies from publication. University-wide rules and competent university decisions take precedence.

Purpose and objectives

This document establishes a structured approach to routine and emergency maintenance of laboratory equipment, software, furniture, and safety resources. It also provides templates for recording maintenance actions and faults.

- ensure reliable and safe operation of laboratory resources;
- reduce downtime and prevent avoidable equipment failure;
- create traceable maintenance records for accountability and quality assurance;
- support annual planning for replacement, repair, and upgrades.

Schedule status

The frequencies below are planning targets, not a record of inspections already completed. Statutory inspections, manufacturer instructions and competent university technical requirements take precedence. Firmware changes are not required at fixed intervals if no approved update is needed.

Maintenance principles

- Maintenance must be preventive, traceable, and proportionate to equipment risk and frequency of use.
- Unsafe or malfunctioning equipment must be removed from circulation until repaired or formally cleared for use.
- Software and firmware changes should be performed only by authorized staff and recorded in maintenance documentation.
- Maintenance activities should minimize disruption to scheduled teaching and research.

Routine maintenance schedule

Frequency	Activities	Responsible Person(s)
Daily / Before Use	Visual inspection; check cables, connectors, microphones, headphones, workstations, and room condition; sanitize shared devices.	Instructor / user / designated staff
Weekly	Test microphones, headphones, recording devices, interpretation consoles, central control unit, projector, and interactive whiteboard.	Technical staff / designated staff
Monthly	Comprehensive equipment test; software check for Praat and Audacity; review minor faults; inspect ergonomic furniture and consumables.	Technical staff
Quarterly	Service core audio-visual systems; review safety resources; update firmware/drivers where authorized; check inventory consistency.	Technical staff / Head of Laboratory
Annual	Full diagnostic assessment; inventory verification; review maintenance log; identify replacement needs and development priorities.	Head of Laboratory / technical staff

Emergency maintenance procedure

- Stop use of the affected equipment immediately.
- If safe, disconnect or isolate the equipment and prevent further use.
- Label the item as Out of Service or otherwise clearly mark it as unavailable.
- Notify the Head of the Laboratory and technical staff.
- Record the issue in the Maintenance Log and, if required, complete the Incident Report Form.
- Restore the item to use only after inspection, repair, or formal clearance.

Out of service procedure

Equipment may be declared out of service due to malfunction, suspected safety risk, data security risk, missing components, failed inspection, expired safety check, or pending repair. Out-of-service items must not be used, moved, repaired, or reconfigured by unauthorized users.

Responsibilities

- Head of the Laboratory: oversees maintenance planning, reviews logs, approves restrictions, and initiates annual development recommendations.
- Technical staff: conduct inspections, repairs, diagnostics, software updates, and technical documentation.
- Instructors and supervisors: perform pre-session checks and report issues discovered during teaching or training.
- Users: handle equipment carefully, avoid unauthorized changes, and report malfunction or damage immediately.

Review and annual report

The maintenance log should be reviewed monthly for recurring faults and annually for strategic planning. An annual maintenance summary may identify equipment performance, unresolved issues, replacement priorities, software needs, safety concerns, and user feedback.

Blank maintenance log

Enter only work actually performed. No example below represents a completed repair or inspection. Completed logs and technical identifiers remain internal.

Date	Equipment	Work and findings	Performed by	Status and follow up

Fault report template

Reported on	Equipment	Observed fault	Immediate action	Assigned follow up