AKADEMIA
EKONOMICZNO-HUMANISTYCZNA
W WARSZAWIE

School of Humanities and Fine Arts
Laboratory of Phonetics and Oral Interpretation

MAINTENANCE SCHEDULE AND LOGS

FOR THE LABORATORY OF PHONETICS AND ORAL INTERPRETATION

Approved by:
Dean of the School of Humanities and Fine Arts
Dr. Adam Świątek

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Location:

Room 205, Okopowa Street 59, Warsaw, Poland

Issued by:
The Head of the Laboratory of Phonetics and Oral Interpretation
School of Humanities and Fine Arts
University of Economics and Human Sciences in Warsaw

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INTRODUCTION

The **Maintenance Schedule and Logs** ensure that all equipment in the Laboratory of Phonetics and Oral Interpretation is operational, safe, and well-maintained. This document outlines a structured approach to routine maintenance and provides templates for recording all maintenance activities.

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1. OBJECTIVES

1. Ensure the consistent performance and longevity of laboratory equipment.
2. Minimize downtime and technical issues through proactive maintenance.
3. Comply with safety standards by conducting regular inspections.
4. Provide a clear and traceable record of maintenance activities.

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2. MAINTENANCE SCHEDULE

2.1 Routine Maintenance

1. **Daily Maintenance**:
   - Visual inspection of all equipment for damage or malfunction.
   - Sanitization of shared devices such as microphones and headphones.
   - Checking cables and connections for wear or loose fittings.
2. **Weekly Maintenance** (Conducted every Friday):
   - Testing of audio-visual systems, including microphones, headphones, and recording devices.
   - Calibration of interpretation consoles to ensure audio clarity.
   - Replenishment of consumables (e.g., sanitizing wipes, batteries).
3. **Monthly Maintenance**:
   - Comprehensive testing of all equipment, including stress tests for electronic devices.
   - Cleaning and updating software (e.g., Audacity, Mentor, Praat).
   - Checking ergonomic furniture for wear and tear.
4. **Quarterly Maintenance**:
   - Servicing core systems like a projector, microphones, headphones, and recording devices.
   - Updating firmware and drivers for all devices.

- Reviewing safety equipment (fire extinguishers, first aid kits).

5. **Annual Maintenance**:
   - Full diagnostic assessment of all hardware.
   - Replacement of outdated or heavily worn equipment.
   - Deep cleaning of the laboratory space.

2.2 Emergency Maintenance

1. **Response Time**:
   - All reported issues are assessed within **24 hours**.
   - Emergency repairs are prioritized to minimize disruptions.
2. **Procedure**:
   - Immediate isolation of faulty equipment.
   - Logging the issue in the maintenance logbook.
   - Notification of the Laboratory Coordinator and relevant staff.

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3. MAINTENANCE LOGS

3.1 Logbook Structure

Each maintenance activity is recorded in the **Laboratory Maintenance Logbook** with the following details:

1. **Date of Maintenance**: When the activity was conducted.
2. **Equipment Name and ID**: Specific item or system inspected or repaired.
3. **Type of Maintenance**: Routine, emergency, or upgrade.
4. **Details of Activity**: Summary of work performed.
5. **Technician Name**: Name of the individual who conducted the maintenance.
6. **Remarks**: Notes on equipment status or further actions needed.

3.2 Example Log Entry

Date	Equipment Name	Type	Activity Description	Technician	Remarks
01/12/2024	Simultaneous Console 2	Routine	Recalibrated audio channels	Name and Surname	Fully operational
03/12/2024	Headphones (Unit 5)	Emergency	Replaced damaged cable	Name and Surname	Issue resolved

07/12/2024	Projector (Main)	Quarterly	Cleaned lens, updated firmware	Name and Surname	Requires bulb check

4. RESPONSIBILITIES

1. **Laboratory Coordinator**:
   - Oversees the maintenance schedule and ensures adherence.
   - Approves any equipment repairs or replacements.
2. **Technical Staff**:
   - Conducts inspections, routine servicing, and emergency repairs.
   - Updates the maintenance log after each activity.
3. **Users**:
   - Report any equipment issues immediately.
   - Handle equipment with care to prevent avoidable damage.

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5. REPORTING AND REVIEW

1. **Issue Reporting**:
   - Users must report problems to the Laboratory Coordinator or via the **online reporting form**.
2. **Periodic Reviews**:
   - The maintenance log is reviewed monthly to identify recurring issues or trends.
   - An annual maintenance report is prepared to summarize activities and propose upgrades.

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6. CONTACT INFORMATION

For inquiries or issues related to access, please contact:
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FINAL NOTES

The Maintenance Schedule and Logs are essential for the smooth operation of the Laboratory of Phonetics and Oral Interpretation. Adhering to this plan ensures all laboratory resources' safety, reliability, and optimal functionality.

HEAD of the Laboratory of Phonetics and Oral Interpretation		dr Yan Kapranov

December 01, 2024