SAMPLE REPORT · Example facility and instrument, for illustration only

SOS SKY OPTICAL SERVICES
MICROSCOPE SERVICE • PREVENTIVE MAINTENANCE • REPAIR

Service Report

Report SR-SAMPLE01 · Generated November 27, 2026

FACILITY

Customer	**Example Animal Hospital (sample)**
Address	**Houston, TX**

EQUIPMENT

Instrument	**Upright microscope Labomed Lx400**
Serial Number	**SAMPLE-00000**
Asset Tag	**LAB-01**
Location	**In-house lab, bench 1**

SERVICE

Service Type	**Preventive Maintenance**
Date Performed	**Nov 18, 2026**
Technician	**Tim Pellerin**
PO Number	**PO-SAMPLE**
Result	**In service**
Next PM Due	**Nov 18, 2027**

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REPAIRS NEEDED

These items did not pass and need repair:

- **Checked eyepieces, diopters, and interpupillary adjustment**: Left eyepiece diopter ring is worn and will not hold its setting. Replacement eyepiece quoted (Quote Q-SAMPLE).

CORRECTED ON SITE

- **Cleaned optics (eyepieces, objectives, condenser, filters)**: Dried immersion oil on the 40x front lens; removed. Light haze on condenser top lens cleaned.
- **Checked focus tension and stage drift**: Fine focus drifted down at 40x; tension adjusted, holds focus.
- **Köhler illumination and condenser alignment**: Condenser was racked low and off center; set to Köhler, field diaphragm centered.

CHECKLIST RESULTS

9 checks performed: 5 passed, 3 corrected on site, 1 needs repair.

Cleaned external surfaces	**Pass**
Cleaned optics (eyepieces, objectives, condenser, filters) Dried immersion oil on the 40x front lens; removed. Light haze on condenser top lens cleaned.	**Fixed on site**
Lubricated and adjusted mechanics (focus, stage)	**Pass**
Checked focus tension and stage drift Fine focus drifted down at 40x; tension adjusted, holds focus.	**Fixed on site**
Checked illumination (bulb or LED, cord, switch) LED, even field, no flicker at any intensity.	**Pass**
Köhler illumination and condenser alignment Condenser was racked low and off center; set to Köhler, field diaphragm centered.	**Fixed on site**
Checked eyepieces, diopters, and interpupillary adjustment Left eyepiece diopter ring is worn and will not hold its setting. Replacement eyepiece quoted (Quote Q-SAMPLE).	**Needs repair**
Electrical safety check Cord, plug and strain relief intact.	**Pass**
Verified proper operation and function Checked at 4x, 10x, 40x and 100x oil on a stained blood film.	**Pass**

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WORK PERFORMED / FINDINGS

Annual preventive maintenance on the clinic's in-house lab microscope. Found dried immersion oil on the 40x objective and the condenser set low and off center, which together were reducing contrast on blood films and fecal floats. Cleaned all optics, set Köhler illumination, and adjusted fine focus tension. Showed staff the correct condenser height and how to wipe oil from the 100x after each use.

The left eyepiece diopter ring is worn and drifts off its setting, so the two eyes are not focused together. The scope is in service, but we recommend replacing the eyepiece. A quote has been sent.

Tim Pellerin
Technician, Sky Optical Services

Facility Representative

> This report documents service performed by Sky Optical Services.

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