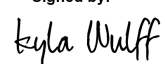


|                                                                                                                                                                                                                                                                                                                                                                     |                     |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------|
| <b>Adult CTRC Inpatient &amp; Outpatient</b><br>  <b>Colorado Clinical and Translational Sciences Institute (CCTSI)</b><br><small>UNIVERSITY OF COLORADO DENVER   ANSCHUTZ MEDICAL CAMPUS</small> | <b>Note to File</b> |                 |
|                                                                                                                                                                                                                                                                                                                                                                     | Version: 2          | Date: 9/28/2026 |

## NOTE TO FILE

| GENERAL INFORMATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------|------------------------------------|-----------------------------------|-----------------------------------|-------------------------------------------|---------------------------------------|-------------------------------------|-----------------------------------|--|
| <b>Date:</b> 9/28/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                    | <b>Author:</b> Kyla Wulff & Diane Branham                                                                                                                                                                                                                                                                                                |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
| <b>RE:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
| Preventative Maintenance for all CTRC Equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
| DETAILS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
| Preventive Maintenance to be performed by the University of Colorado Hospital Clinical Engineering Team in accordance with each manufacturer's instructions for use (MIFU). An automatic maintenance schedule is generated for each piece of equipment and followed strictly by the UCHHealth Clinical Engineering Team.                                                                                                                                                                                                                     |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
| <u>Inpatient Equipment</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">1. Alaris Pump (annual)</td> <td style="width: 50%;">2. Scale Dectecto (annual)</td> </tr> <tr> <td>3. Alaris Infusion Module (annual)</td> <td>4. Scale SR (annual)</td> </tr> <tr> <td>5. Alaris Syringe Module (annual)</td> <td>6. Vitals Signs Machine Phillips (annual)</td> </tr> <tr> <td>7. Beside Monitor Phillips (biennial)</td> <td>8. Vitals Signs Machine GE (annual)</td> </tr> <tr> <td>9. ECG Machine Phillips (annual)</td> <td></td> </tr> </table> |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          | 1. Alaris Pump (annual)           | 2. Scale Dectecto (annual) | 3. Alaris Infusion Module (annual) | 4. Scale SR (annual)              | 5. Alaris Syringe Module (annual) | 6. Vitals Signs Machine Phillips (annual) | 7. Beside Monitor Phillips (biennial) | 8. Vitals Signs Machine GE (annual) | 9. ECG Machine Phillips (annual)  |  |
| 1. Alaris Pump (annual)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2. Scale Dectecto (annual)                                                                                         |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
| 3. Alaris Infusion Module (annual)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 4. Scale SR (annual)                                                                                               |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
| 5. Alaris Syringe Module (annual)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 6. Vitals Signs Machine Phillips (annual)                                                                          |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
| 7. Beside Monitor Phillips (biennial)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 8. Vitals Signs Machine GE (annual)                                                                                |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
| 9. ECG Machine Phillips (annual)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
| <u>Outpatient Equipment</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">1. Alaris Syringe Module (annual)</td> <td style="width: 50%;">3. Scale Tanita (annual)</td> </tr> <tr> <td>2. ECG Machine GE (annual)</td> <td>5. Vital Signs Machine GE(annual)</td> </tr> <tr> <td>4. Alaris Pump (annual)</td> <td>8. Vital Signs Machine WA (annual)</td> </tr> <tr> <td>6. Befour Wheelchair Scale (Annual)</td> <td></td> </tr> <tr> <td>7. Alaris Infusion Module(annual)</td> <td></td> </tr> </table>                                         |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          | 1. Alaris Syringe Module (annual) | 3. Scale Tanita (annual)   | 2. ECG Machine GE (annual)         | 5. Vital Signs Machine GE(annual) | 4. Alaris Pump (annual)           | 8. Vital Signs Machine WA (annual)        | 6. Befour Wheelchair Scale (Annual)   |                                     | 7. Alaris Infusion Module(annual) |  |
| 1. Alaris Syringe Module (annual)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 3. Scale Tanita (annual)                                                                                           |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
| 2. ECG Machine GE (annual)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 5. Vital Signs Machine GE(annual)                                                                                  |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
| 4. Alaris Pump (annual)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 8. Vital Signs Machine WA (annual)                                                                                 |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
| 6. Befour Wheelchair Scale (Annual)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
| 7. Alaris Infusion Module(annual)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
| FILE NOTE LOCATION(S): CCTSI Website & CTRC Teams                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
| SIGNATURES:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                    |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                          |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |
| <b>Name:</b><br><br>Diane Branham<br><br><br>Kyla Wulff<br><br><br>Thomas Campbell                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Title:</b><br><br>Nurse Manager, CTRC<br><br><br>Associate Nurse Manager, CTRC<br><br><br>CTRC Medical Director | <b>Signature:</b><br>Signed by:<br><b>DIANE BRANHAM</b><br>573B6DE5EA4D42A...<br>Signed by:<br><br>2D7BAD9B1E8D410...<br>DocuSigned by:<br><br>599C496743EB4A2... | <b>Date:</b><br><br>September 28, 2026   10:40:50 AM MDT<br><br><br>September 28, 2026   10:12:42 AM PDT<br><br><br>September 28, 2026   10:44:14 AM MDT |                                   |                            |                                    |                                   |                                   |                                           |                                       |                                     |                                   |  |