

Cabinet	UPS Maintenance Checklist			
Description	Status	Date	Performed By	Remarks
Contact TOC Operator				
Is UPS Working Properly?				
Check Condition of the UPS				
Are proper indicator lights on				
Is the unit wired properly				
Is there evidence of pest infestation				
Computer Interface Testing				
Status				
Runtime				
Input Voltage				
Output Voltage				
Battery Capacity %				
Battery Voltage				
Load Power % in Watts				
Diagnostics				
Self-Test				
Calibration Result				
Configuration				
Line Setting				
Output Voltage				
High Transfer				
Low Transfer				
General				
Last Battery Replacement				

Activities	Frequency			Comments / Status
	After 2 Months	After 4 Months	After 6 Months	
Visually check for liquid (water) contamination from batteries & capacitors				
Inspection of the electronic circuits & control cards				
Check of the output frequency				
Visual inspection of the grounding				
Inspection & tightening of batteries' interconnections, of DC circuit & of AC input – output cables				
Test UPS transfer switches, circuit breakers (CB) & maintenance bypasses.				
Clean & vacuum UPS equipment enclosures.				
Inspection & monitoring of system's alarms & LEDs				

Check & measure of voltage reading of both input and output				
Check & measure of current reading of both input and output				
Inspection of loads normal distribution per phase				
Off-line load test - UPS system to ensure that the system is completely functional.				
Check HVAC equipment & performance related to temperature & humidity				

Date & Time:

Technician Signature:

Engineer Signature: