



## **General Scope of Work for SemiAnnual and Annual UPS Preventive Maintenance**

Note: Scope of work varies between Make/Model/Topology of equipment.

As a minimum, the following will be done during a semi -annual/minor preventive maintenance visit.

1. Note environmental conditions.
2. Visually inspect batteries, UPS and associated equipment for any signs of damage or problems.
3. Verify that all fans are operational.
4. Record all meter readings, alarms, stored data, etc., available from the UPS display.
5. Check air filters, lamps, etc and replace as necessary.
6. Place UPS in bypass and inspect internal components for signs of damage, overheating or other problems.
7. Load test all batteries (maintenance free only).
8. Check for corrosion of battery connections and correct if needed.
9. Check condition of battery hardware, cables, jars, fuses and breakers.
10. Note and address any discrepancies found.
11. Place UPS on line and note proper operation and load level.
12. Provide written or electronic report.

In addition to the previous work, the following will be done during an annual/major PM.

1. Note operation of UPS and place in maintenance bypass where possible.
2. Clean interior of unit.
3. Verify and/or calibrate meter readings and settings where possible.
4. Check tightness of terminals, connectors, etc .
5. Check torque of battery terminals.
6. Clean and condition battery terminals, lugs, etc. where necessary.
7. Check internal power supply voltages where possible.
8. Check operation of fans.
9. Test capacitors and check for leakage or exposed indicators.
10. Thermographic Survey completed with a Fluke Ti 45 IR Fusion Thermographic Imager.
11. Verify all settings including output voltage and phase shift.
12. Place unit back on line and verify correct operation.