

## SPRING / SUMMER MAINTENANCE CHECKLIST

➤ **Verify Critical Infrastructure Supplier Emergency Contact Data;**

a). Electrical Utility Company:

24 Hour Emergency Contact Number: (     ) \_\_\_\_\_ - \_\_\_\_\_  
Station's Account Number: \_\_\_\_\_  
Pole Number on which Transformers are mounted: \_\_\_\_\_  
Ground Pad Transformer Number: \_\_\_\_\_  
Local Dispatch Contact Number if available: \_\_\_\_\_

b). Phone Company / Data Circuit Provider:

24 Hour Emergency Contact Number: (     ) \_\_\_\_\_ - \_\_\_\_\_  
Station's Account Number: \_\_\_\_\_  
T-1 Circuit ID: \_\_\_\_\_  
Demark Number: \_\_\_\_\_  
Nearest Pedestal or Pole Number: \_\_\_\_\_  
Local Dispatch Contact Number if available: \_\_\_\_\_

c). Internet Access Provider:

24 Hour Emergency Contact Number: (     ) \_\_\_\_\_ - \_\_\_\_\_  
Station's Account Number: \_\_\_\_\_  
Cable Modem Number: \_\_\_\_\_  
T-1 Circuit ID: \_\_\_\_\_  
DSL Circuit ID: \_\_\_\_\_  
Nearest Pedestal or Pole Number: \_\_\_\_\_  
Local Dispatch Contact Number if available: \_\_\_\_\_

d). Air Conditioning Service Provider:

24 Hour Emergency Contact Number: (     ) \_\_\_\_\_ - \_\_\_\_\_  
Station's Account Number: \_\_\_\_\_  
Make, Year and Model of Critical Cooling Units: \_\_\_\_\_  
Local Dispatch Contact Number if available: \_\_\_\_\_

e). Generator Fuel Provider:

24 Hour Emergency Contact Number: (     ) \_\_\_\_\_ - \_\_\_\_\_  
Station's Account Number: \_\_\_\_\_  
Gas Meter Number: \_\_\_\_\_  
Local Dispatch Contact Number if available: \_\_\_\_\_

e). Water/Sewage Utility Provider:

24 Hour Emergency Contact Number: (     ) \_\_\_\_\_ - \_\_\_\_\_  
Station's Account Number: \_\_\_\_\_  
Water Meter Number: \_\_\_\_\_  
Local Dispatch Contact Number if available: \_\_\_\_\_

f). FAA Flight Service # - Tower Light Outage Reporting: (     ) \_\_\_\_\_ - \_\_\_\_\_

**SPRING / SUMMER MAINTENANCE CHECKLIST**

- **Check Stock of Spare Tower Light Bulbs and Solid State Flashers.**
- **Check Battery Status on all Uninterruptible Power Supplies.**
- **Emergency Generator Systems:**
  - 1). Check drive belts and fluid levels of Emergency Generator Systems.
  - 2). Check age of Generator Battery – replacement cycle; 2 to 3 years
  - 3). Check Fuel Level of all Emergency Generator Tanks.
  - 4). Visually Inspect Radiator Fins – clear debris and clean if needed.
  - 5). Check Remote Control Status of Generator Operation and Alarm Verification.
  - 6). Visually Inspect Automatic Transfer Switches – Observe an actual transfer.
  - 7). Pull the Master Building Utility Supply placing the Generator under full load.  
Verify that all facility 'critical circuits' are actually powered by the Generator.
- **Check Air Conditioning Systems**
  - 1). Run dual units separately to insure each has full load cooling capacity.
  - 2). Replace Filters on a regular cycle and log each replacement.
  - 3). Visually inspect Condenser Coils – Clean if needed.
  - 4). Listen for unusual compressor or fan motor noises.
  - 5). Visually inspect economizer vents – Must be set closed for hot weather.
- **Verify 'Server/Rack Room' temperature is maintained within desired range.**
- **Check remote control temperature sensor alarm settings.**
- **Prepare a 'Quarterly Tower Inspection Report' verifying the following;**
  - 1). Remote control sample accurately reflects tower light operation and bulb outages – visually determine if any bulbs are burned out and log.
  - 2). Condition of structure paint bands – are the bands clearly visible at 1KM?
  - 3). Check anchor points – are the safeties in place, any signs of vandalism?
  - 4). Check tower fence security and RF Warning postings.
- **Check Satellite Dish Feed Horn Covers to block Wasp/Hornet nest building.**
- **Verify Antenna System De-Icers are turned OFF.**
- **Check coax line gas pressure – verify remote control alarm system.**
- **Check station earth ground connection/s – insure ground clamps are tight.**
- **Check the 'Indirect Efficiency' of each Transmitter vs. Factory Test Data.**  
\*An improperly adjusted transmitter will produce excessive heat load\*
- **Check that all Security Lights are Operational.**