

# INSTRUCTIONS FOR CREATING SUBFORM: 3.8-UPSR3KVA-Annual

**Follow these steps to create the form fields:**

## **STEP 1: Create an Info Text field**

**Content:** UNITY

## **STEP 2: Create a Single Select field**

**Description:** 3.8-A-UPSR3KVA-15: Verification of proper inverter forward and revers manual transfer operation

**Options:** Yes, No

## **STEP 3: Create a Single Select field**

**Description:** 3.8-A-UPSR3KVA-16: Verification of proper inverter forward and reverse automatic (fault) transfer operation

**Options:** Yes, No

## **STEP 4: Create a Single Select field**

**Description:** 3.8-A-UPSR3KVA-17: Verification or proper external maintenance bypass operation

**Options:** Yes, No

## **STEP 5: Create a Single Select field**

**Description:** 3.8-A-UPSR3KVA-18: Verification of proper emergency (back up) mode of operation

**Options:** Yes, No

## **STEP 6: Create a Single Select field**

**Description:** 3.8-A-UPSR3KVA-19: Verification of proper operation of emergency power off (EPO) test

**Options:** Yes, No

## **STEP 7: Create a Single Select field**

**Description:** 3.8-A-UPSR3KVA-20: Verification of proper operation of peripheral products

**Options:** Yes, No

## **STEP 8: Create a Single Select field**

**Description:** 3.8-A-UPSR3KVA-21: Conduct thermal scans on electrical connections using a diagnostic tool that identifies hot spots invisible to the human eye

**Options:** Yes, No

## **STEP 9: Create a Single Select field**

**Description:** 3.8-A-UPSR3KVA-22: Test UPS transfer switches, circuit breakers and maintenance bypasses.

**Options:** Yes, No

## **STEP 10: Create a Single Select field**

**Description:** 3.8-A-UPSR3KVA-23: Load-test the battery bank to determine its capacity, which may require disconnecting the UPS from its power source and allowing the batteries to supply power to the connected load

**Options:** Yes, No

**STEP 11: Create a Single Select field**

**Description:** 3.8-A-UPSR3KVA-24: Remove dirt and dust from UPS components

**Options:** Yes, No

**STEP 12: Create a Single Select field**

**Description:** 3.8-A-UPSR3KVA-25: Visual inspection of internal wiring signs of looseness deterioration and or damage Measure and check the torque of all connections, re-torquing any power connections as needed

**Options:** Yes, No

**STEP 13: Create a Single Select field**

**Description:** 3.8-A-UPSR3KVA-26: Perform a battery-rundown test to determine if any battery strings or cells are near the end of their useful lives.

**Options:** Yes, No

**STEP 14: Create a Single Select field**

**Description:** 3.8-A-UPSR3KVA-27: Internal/external visual inspection of UPS cabinet for signs of dirt and other foreign material

**Options:** Yes, No

**STEP 15: Create a Single Select field**

**Description:** 3.8-A-UPSR3KVA-28: Visual inspection of internal components for signs of deterioration and or damage

**Options:** Yes, No

**STEP 16: Create a Single Select field**

**Description:** 3.8-A-UPSR3KVA-29: Verification of proper control power supply values

**Options:** Yes, No

**STEP 17: Create a Single Select field**

**Description:** 3.8-A-UPSR3KVA-30: Verification of proper converter/rectifier operation

**Options:** Yes, No

**STEP 18: Create a Single Select field**

**Description:** 3.8-A-UPSR3KVA-31: Verification of proper inverter operation

**Options:** Yes, No

**STEP 19: Create a Single Select field**

**Description:** 3.8-A-UPSR3KVA-32: Verification of proper static/internal maintenance bypass operation

**Options:** Yes, No

**STEP 20: Create a Single Select field**

**Description:** 3.8-A-UPSR3KVA-33: Verification that system voltages and currents are within specifications

**Options:** Yes, No