

INSTRUCTIONS FOR CREATING SUBFORM: 3.8-UPS-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-UPS-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-UPS-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-UPS-17: Verification or proper external maintenance bypass operation

Options: Yes, No

STEP 5: Create a Single Select field

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

Options: Yes, No

STEP 6: Create a Single Select field

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

Options: Yes, No

STEP 8: Create a Single Select field

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

Options: Yes, No

STEP 10: Create a Single Select field

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

Options: Yes, No

STEP 12: Create a Single Select field

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

Options: Yes, No

STEP 17: Create a Single Select field

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

Options: Yes, No

STEP 18: Create a Single Select field

Description: 3.8-A-UPS-31: Verification of proper inverter operation

Options: Yes, No

STEP 19: Create a Single Select field

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

Options: Yes, No

STEP 20: Create a Single Select field

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

Options: Yes, No