

INSTRUCTIONS FOR CREATING SUBFORM: 3.8-UPSR2KVA-Quarterly

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-Q-UPSR2KVA-1: Visual inspection of environment for signs of impact to proper UPS operation

Options: Yes, No

STEP 3: Create a Single Select field

Description: 3.8-Q-UPSR2KVA-2: Verification of proper software versions and all adjustable parameters Update software as needed.

Options: Yes, No

STEP 4: Create a Single Select field

Description: 3.8-Q-UPSR2KVA-3: Verification of proper cooling fan operation

Options: Yes, No

STEP 5: Create a Single Select field

Description: 3.8-Q-UPSR2KVA-4: Verification of proper display of system values

Options: Yes, No

STEP 6: Create a Single Select field

Description: 3.8-Q-UPSR2KVA-5: Review event/fault history menus Documents and advise customer of all findings

Options: Yes, No

STEP 7: Create a Single Select field

Description: 3.8-Q-UPSR2KVA-8: Inspect battery connections Repair battery connections as needed

Options: Yes, No

STEP 8: Create a Single Select field

Description: 3.8-Q-UPSR2KVA-9: Visually check for liquid contamination from batteries and capacitors

Options: Yes, No

STEP 9: Create a Single Select field

Description: 3.8-Q-UPSR2KVA-10: Clean and vacuum UPS equipment enclosures

Options: Yes, No

STEP 10: Create a Single Select field

Description: 3.8-Q-UPSR2KVA-11: Perform any additional maintenance according to manufacturer's recommendations

Options: Yes, No

STEP 11: Create a Single Select field

Description: 3.8-Q-UPSR2KVA-12: Documents and advise customer of all findings

Options: Yes, No

STEP 12: Create a Single Select field

Description: 3.8-Q-UPSR2KVA-13: Review equipment operation and vent/fault history with customer

Options: Yes, No

STEP 13: Create a Single Select field

Description: 3.8-Q-UPSR2KVA-14: Develop a remedial action plan with customer to address major issues

Options: Yes, No