

## Preventative Maintenance Checklist

Preventative Maintenance is to be carried out once per year for all LED Displays under service contract. The below list is a guideline for the Preventative Maintenance check. Each item must be checked, and any relevant notes or comments listed.

Please ensure you complete and return the checklist to [LED-Support@sharp.eu](mailto:LED-Support@sharp.eu) within 48 hours following the Preventative Maintenance Service.

Site information	
End customer name:	
Site location:	
LED display model:	
Batch Number:	
Date of service:	
Service company name:	

LED Display		
Action	Complete	Notes
Check for any visible issues. Resolve as necessary		
Apply test pattern on full red, green, blue and white. Identify any faults		
Replace any pixel cards with dead or non-functioning pixels (display should have zero pixel failures following PM check)		
Check power and data cables between cabinets for secure connections		
Inspect for damage and replace any damaged or broken cables		
Check Monitoring feature for any issues. Resolve as necessary		
Check brightness levels in configurator and note down levels		

Inspect for visible seams. Resolve where possible		
Check power redundancy in each cabinet. Resolve issues where necessary (FA series only)		
Check data redundancy in each cabinet. Resolve issues where necessary		
Carefully wipe clean the display with anti-static cloths		

Control Equipment		
Action	Complete	Notes
Check controllers are connected and cables seated correctly		
Check controller redundancy. Resolve issues where necessary (FA series only)		
Check brightness levels on each controller and note levels down		
Check fans on controllers are working		
Carefully wipe clean controllers		

Spare parts		
Action	Complete	Notes
Replace pixel cards in display with spare pixel cards (as long as there are zero failures on cards)*		
Complete full count and log of spare parts. Update Inventory Management Log		

\*rotating spare parts ensures consistency of degradation and brightness loss over lifetime of display.

Notes
Please provide any other comments relating to equipment or issues.

## Pictures

Please insert picture. prior to performing preventative maintenance

Please insert picture following preventative maintenance

Note: Where possible, please always include picture pre- and after PVM

## Pictures

Additional relevant pictures

Additional relevant pictures

Parts record				
Part removed from display (description)	Part number	Serial number	Part used in display	Serial number

<p><b>Sign off</b></p> <p>I confirm herewith that the LED Equipment has been maintained in-line with the expectations at the above site location and that the preventative maintenance work has been completed to satisfaction.</p> <p>Where actions remain outstanding, the customer noted that these have been documented by the service team for follow-up as needed.</p>
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## On-site engineer

Company:

Date and time:

Name:

Signature:

## Customer representative

Company:

Date and time:

Name:

Signature: