

SHARP

Preventative maintenance must be completed once per year for every LED display covered by a service contract. Use this checklist to confirm each task and capture any notes or follow-up actions that are required. Email the completed checklist to LED-Support@sharp.eu within 48 hours of the service visit.

Preventative Maintenance Checklist

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 visible issues. Resolve as necessary.		
Apply test pattern on full colours. Identify faults.		
Replace pixel cards with dead/non-functioning pixels.		
Check power/data cables between cabinets for secure connections.		
Inspect for damage and replace damaged cables.		
Check monitoring feature for issues. Resolve as necessary.		
Check brightness levels and note configurations.		

Control Equipment

Action	Complete	Notes
Check controllers are connected and cables seated correctly.		
Check controller redundancy; resolve issues (FA series only).		
Check brightness levels on controllers and note levels.		
Check fans on controllers are working.		
Carefully wipe clean controllers.		

Spare parts

Action	Complete	Notes
Replace pixel cards with spare cards (ensure zero failures).		
Complete full count/log of spare parts and update inventory.		

Notes

Part removed (description)	Part number	Serial number (removed)	Part used in display	Serial number (used)

Sign off

Statement	Complete	Notes
LED equipment maintained and preventative work completed to satisfaction.		
Outstanding actions noted for follow-up by customer/service team.		

On-site engineer company

Customer company

Engineer date & time

Customer date & time

Engineer name

Customer name

Engineer signature

Customer signature