

Location	PS:	Year:				Remarks
	<b>Quarterly Checklist</b>	Quarter:				
		1	2	3	4	
Valves	Check for all valves nuts and fittings for tightness and seal for leakage. Operate valves through a full cycle. Inspect and lubricate valves and hand levers. Clean gate valve sumps and inspect disk hinges for free movement. Flush air release valve and check inlet.					
Flap Gate	Check the operation of the flap gates, ensure sand and or debris is not stopping normal operation.					
Penstocks	Operate penstock through full cycle by opening/closing and clean by hosing down and grease all unpainted machine faces, seal faces, wedge faces, door guides, stem & nut					
MCC Panel	Visually check for signs of wiring or component overheating, investigate underlying fault, eliminate cause and renew damaged wiring and components within compartments for tightness. Inspect contactor and relay contacts for signs of wear. Check the settings of timing and protection relays. Check meters to ensure correct operation and zero positioning. Check for blown fuses and indicating lamps, establish reason for failure.					
Switchboards	Visually check for signs of wiring or component overheating, investigate underlying fault, eliminate cause and renew damaged wiring and components within compartments for tightness. Inspect contactor and relay contacts for signs of wear and general deterioration, clean or renew as necessary. Check and adjust stab gap setting and Lubricate Stab Contact Faces. Disconnect, remove dust and check power factor controllers for connections for tightness (With particular attention to Electrostatic Discharge)..					