

I1 PLC, HMIs & Controllers Checklist	Maintenance Task	Maintenance Frequency			
		Daily	Weekly	Monthly	Annually
PLC Controller, HMI Panels	Complete overall visual inspection to be sure all equipment is operating and safety systems are in place. Check compartment and incomer door interlocks for correct operation, take remedial action if necessary. Check device visually and dust off with soft brush.		X		
Overall Visual Inspection	Check LED status indicators and diagnostic displays. Check communication transducers and modems. Ensure that panel cooling fans are operational. Check Panel indicators and ensure that alarm settings are operational. Check all HMI functions/keys for LCD and LED displays. Check Hand, Off, Auto switch functions. Check presence of PLC / RTU and instrument signals, function of auto relays, manual start of equipment and space heater.			X	
UPS Condition	Check electrolyte level and density of UPS and batteries, check tightness of battery terminals & check overall operation of UPS, batteries.				X
System	Visually check for signs of wiring or component overheating, investigate underlying fault, eliminate cause and renew damaged wiring and components within compartments for tightness.				X