



Smart Facility management (SFM)

10 Anson Road, #22-02 International Plaza, Singapore 079903
URL: <http://www.smartdigitalbuild360.com/>

M & E INSPECTION FORM - Electrical(Monthly)

ANNEX D7_1

SITE: HDB Project1 15 Cedar Avenue, Singapore-349700

Month: February 2021

S/N	ITEM	DONE? (Y or N or NA)	Date Done	Remarks
1	FAN SYSTEM			
1	Check fan speeds are operated according to the fan regulator setting, replace regulator if faulty.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	29/05/2021	
2	Check for wobbling & speed. The condition of the fan blades, motor holding bolt, and plastic sleeve. If found any of the mentioned parts that are not in-order, isolate fan and replace with new spare part.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	29/05/2021	
2	LIGHT SYSTEM			
1	Check cover/housing has no discoloration or cracks and supports are secured, replace if necessary.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	29/05/2021	
2	Check and all bulbs/tubes including LED drivers and lights are in working conditions, rectify or replace if necessary. To report to School any non-functioning lights.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	29/05/2021	
3	UNDER FLOOR / RAISED FLOOR TRUNKING			
1	Check the cover and internal free from obstruction. Replace cover when necessary.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	29/05/2021	
2	Check all connections and cabling condition.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	29/05/2021	
3	Check and replace seal when necessary	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	29/05/2021	
4	HAND DRYERS/BLOWERS/ HAIR DRYERS/WATER HEATERS			
1	Check and ensure that the systems are working.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	29/05/2021	
2	Check and tighten all the mechanical mounting.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	29/05/2021	
5	SERVICING AND INSPECTION OF LIGHTNING PROTECTION SYSTEM, LIGHTNING WARNING SYSTEM			
1	Contractor to refill earth pit with sand to brim of pit if the As and when level of sand is found to be below brim.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	29/05/2021	
2	To check and verify that the Pit Cover is easily open and close neatly	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	29/05/2021	
3	To check and verify Earth Pit Assembly is flushed with the surrounding surface	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	29/05/2021	
6	SERVICING, INSPECTION AND TESTING OF MATV SYSTEM			
1	To check antenna in good condition, no damage or defective parts	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	29/05/2021	
2	To check connectivity within the site.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	29/05/2021	

Checked By

Endorsed By

Verified By

(Tech 2)
THE CONTRACTOR

Date: 31/05/2021

Remarks:

(Lau thee)
USER

Date: 31/05/2021

Remarks:

(saravanan)
MANAGEMENT AGENT

Date: 11/06/2021

Remarks: