



MKV ENGINEERING AND TRADING SERVICES PTE LTD

NO : 10 KAKI BUKIT ROAD 1 #03-12 KB INDUSTRIAL BUILDING SINGAPORE - 416175
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M & E INSPECTION FORM (SPECIALIST) - SERVICING & INSPECTION OF CIVIL DEFENCE SHELTERS

ANNEX D7_5

SITE: Dunman High School 10 Tanjong Rhu Road, Singapore 436895

Month: April 2021

S/N	ITEM	DONE? (Y or N or NA)	Date Done	Remarks
1	SERVICING & INSPECTION OF CIVIL DEFENCE SHELTERS (to follow the Annex D7 OPERATIONAL FREQUENCY/SCHEDULE OF MAINTENANCE OF M&E SYSTEM)			
	Emergency Power Supply (Standby Generator, Fuel Tank, Tool Box, Main DB, Local/Remote Control Panels)			
1	a) Visual check for rust and corrosion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
2	b) Check all mounting bolts are tightly secured	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
3	c) Check for any defective components on the control panels and MDB	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
4	d) Visual check for any leakage	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
5	e) Check if GenSet is able to supply load under GenSet mode	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
6	f) Test GenSet operation from Main DB, Local/Remote Control Panels	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
7	g) Check if GenSet automatically cut-in when power is cut-off from main supply	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
	Emergency Lightings			
8	a) Check if all emergency & exit lightings are activated when power supply from main supply is cut-off	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
9	b) Check for emergency lightings labels	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
	Communication & Electrical Outlets/ Points			
	Check if the followings are in good working condition :-			
10	a) TV & Radio Points	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
11	b) Telephone Sockets	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
12	c) Door Bells	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
13	d) Electrical Power Sockets	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
14	e) Lighting Switch Sockets	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
15	f) Lights	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
16	g) Intercomms	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
	Mechanical Ventilation System			
	Ventilation System (Ductworks, Fans, Grilles, Air Filters, Local/Remote Control Panels, Smoke Detector, Volume Control Damper)			
17	a) Visual check on ductworks and accessories for any surface rust and corrosion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
18	b) Inspect and check correct setting of air grilles	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
19	c) Check that the flange cover and the exact number of bolts & nuts are properly stored	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
20	d) Check all operation of the ventilation fans from Local/Remote Control Panel	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
21	e) Check that the MV could be operated under the GenSet mode	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	
22	f) Check if air grilles and filters are clean	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	07/04/2021	

Checked By

Endorsed By

Verified By

(Raja/Deva)

THE CONTRACTOR

Date: 07/04/2021

Remarks:

(Dennis)

USER

Date: 15/05/2021

Remarks:

MANAGEMENT AGENT

Date:

Remarks: