



SMART FACILITY MANAGEMENT PTE LTD

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M & E INSPECTION FORM - Electrical(Quarterly)

ANNEX D7_2

SITE: HDB Project1 15 Cedar Avenue, Singapore-349700

Month: March 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	01/06/2021	
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	01/06/2021	
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	01/06/2021	
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	01/06/2021	
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	01/06/2021	
2	Check all connections and cabling condition.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
3	Check and replace seal when necessary	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
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	01/06/2021	
2	Check and tighten all the mechanical mounting.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
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	01/06/2021	
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	01/06/2021	
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	01/06/2021	
6	SERVICING, INSPECTION AND TESTING OF STAGE LIGHTING SYSTEM			
	The servicing and maintenance work of the stage lighting and system shall include but not limited to the following :-			
1	i. Maintenance (including cleaning, repair and replacement) of the system including all bulbs, console unit (control panel), dimmers, fixture & fittings etc.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
2	ii. Response to faults as directed.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
3	iii. Replacement of damaged, blown or faulty bulbs complete with wires and fuses, holders where necessary.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
4	iv. Rectify unusual noise or vibration.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
7	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	01/06/2021	
2	To check connectivity within the Site.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
8	SERVICING, INSPECTION AND TESTING OF SOLAR HEATERS			
1	Wash the glass cover of the collector with clean water	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
2	Check heater element in working condition	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
3	Inspect storage tank and ensure cover for electrical booster is properly fixed to ensure no rainwater enters into the electrical component	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
4	Inspect pressure / temperature relief valve on the tank. Quarterly The valve easing lever shall be operated for several short periods to discharge hot water and pressure from the tank. Ensure lever when release will return to normal position and no leakage of water from the valve	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
5	General inspection of pipes, valves to ensure that there is no leakage	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
9	QUARTERLY SERVICING, INSPECTION AND TESTING OF HIGH TENSION ELECTRICAL INSTALLATIONS			
1	Vacuuming and cleaning of the switch rooms and transformer rooms including removing accumulated water from cable chambers, trenches, etc.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
2	Inspect faulty lighting and power points	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
3	Inspect for leakage and cracks in floors, walls and ceilings.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
4	Inspect operation of dehumidifiers and room ventilation.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
5	Replace defaced, damaged or missing "DANGER" signs.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
6	Check all switch room and transformer room doors and locks.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
7	Check condition of meter box and rectify as necessary a. Voltage of incoming breakers and all outgoing breakers for outgoing breakers with voltmeters. b. Current of incoming breakers and all outgoing breakers for outgoing breakers with ammeters.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
8	Check the status of all the incoming and outgoing breakers.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	

S/N	ITEM	DONE? (Y or N or NA)	Date Done	Remarks
9	Conduct checks for the following: a. Signs of corrosion of switchboards and transformers. b. Unusual smell which indicates overheating. c. Unusual noise indicating wrong discharge. d. Replace any blown indicating bulbs and to replace other small parts on the switchboards which are faulty. e. Replace rubber mats which are torn or in a deteriorated condition.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
10	Inspect the DC supply system for the HT switchgears for the following (where applicable): a. Top up the electrolyte level of the battery cells. b. Check and record the charging current and voltages of the battery charger. c. Record temperature of individual cell electrolyte. d. Check battery cell, plates, etc. for any abnormality, etc. e. Clean battery terminals thoroughly and apply fresh petroleum jelly.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
11	Inspect the following for the transformers: a. Record the readings of the oil temperature and level. b. Record the readings of the oil pressure gauge. c. Tank, radiators, auxiliary equipment and other metal parts for corrosion, abnormalities, etc.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
10	SERVICING & INSPECTION OF CCTV SYSTEM (MK and KCARE)			
	Camera Lens			
1	Check the camera lens is focused and adjusted properly.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
2	Check the camera view hasn't been knocked off path and you can see your property perimeter clearly	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
3	Clean any dust or marks off the camera lens with a can of compressed air and wipe down the camera casing with a microfibre cloth	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
4	Check that the motion detection sensors are working, if you have them	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
5	Use your controller to check that the camera's functions, such as zoom and pan are working correctly	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
6	Trim back any foliage that may be obscuring the view	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
7	Check that the cameras are securely attached to the wall	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
	Wiring			
8	Check wiring for any wear and tear or exposed wires	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
9	Check for loose wires	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
10	Check that you're getting a clear transmission of sound (where applicable) and picture with no distortion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
	Monitors and recording equipment			
11	Check that the monitors are showing a clear picture and that the brightness and contrast settings are correctly adjusted	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
12	Check all switches and individual equipment are functioning fully	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
13	Clean all monitors and equipment of dust and grime with a microfibre cloth and a weak cleaning solution	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
14	Check cables leading from the equipment are in good condition and that there are no weak connections	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	
15	Check that the correct time and date stamp is set	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	01/06/2021	

Checked By

Endorsed By

Verified By





(Anandh)

THE CONTRACTOR

Date: 01/06/2021

Remarks: done

(OM)

USER

Date: 01/06/2021

Remarks: ok

(Mani)

MANAGEMENT AGENT

Date: 02/06/2021

Remarks: done