READY TO INSPECT — FIELD CHECKLIST

Uninterruptible power supply (UPS) quarterly maintenance checklist

A quarterly UPS round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against NEC (NFPA 70), manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The electrical or facilities tech on the quarterly round, working at the unit without transferring critical load. When: Every quarter, walked with the panel and room checks since the UPS shares its space and cooling with the gear it protects.

Battery area safety

- [ ] PPE for acid and hydrogen on before battery checks
  Acid and hydrogen PPE and insulated tools, no flame or spark near cells; cabinet doors opened only as the energized-work procedure allows, with PPE from its arc-flash risk assessment.
  No photo required

- [ ] Battery room exhaust running where the room has one
  Dedicated battery room exhaust fan running, grilles clear, and any hydrogen detector powered with no alarm, so gas cannot collect at the ceiling.
  No photo required

- [ ] Eyewash station flushed and stocked where required
  Plumbed or self-contained eyewash near the batteries reachable without obstruction, flushed clear, inspection tag current and seals intact.
  No photo required

Alarms and status

- [ ] Front-panel status and event log read
  Unit on line and in normal mode, no active alarms, event log reviewed for recent battery, overload or transfer events.
  1 photo required

- [ ] Self-test run and result observed
  Built-in self-test initiated, unit briefly carried on battery, result passing with no block dropping out.
  1 photo required

- [ ] Input, output and bypass readings taken off the display
  Input and output voltage and frequency and bypass source status read from the front panel, within the nameplate range and in line with last quarter.
  1 photo required

- [ ] Alarm notification path confirmed with the owner
  Local audible alarm working and the remote contact, building management point or network notice confirmed with the owner as reaching someone who acts.
  No photo required

Battery condition

- [ ] Batteries checked for heat, swelling and corrosion
  No swollen cases, no terminal corrosion or electrolyte weeping, battery and cabinet temperature normal by hand and by display.
  2 photos required

- [ ] String float voltage and charge current read
  Float voltage and charger current read off the display against the battery manufacturer's range, a string sitting on heavy charge flagged for the service provider.
  1 photo required

Load and cooling

- [ ] Load and estimated runtime read against capacity
  Output load compared against the rating and against the last check, displayed runtime noted so a downward trend is caught.
  1 photo required
- [ ] Ventilation, fans and filters clear
  Cabinet fans running, intake filters and room vents clear, nothing stacked against the exhaust.
  1 photo required
- [ ] Room ambient read near the battery cabinet
  Room thermometer or sensor near the batteries read against the battery manufacturer's recommended range, since sustained heat shortens battery life.
  1 photo required

Room and records

- [ ] Working clearance kept in front of UPS and batteries
  Floor in front of the UPS, battery cabinets and bypass switch clear of storage, doors swing fully open and the room is not used as a closet.
  1 photo required
- [ ] Quarterly readings logged against the unit
  Load, runtime, float voltage and room temperature entered against the UPS, with any flagged block or alarm passed to the qualified battery service provider.
  No photo required