

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.

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

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

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