UPS Maintenance Report

Preventive maintenance of a UPS: alarms, batteries, capacitors, fans, bypass and load readings.

Unit

Customer name *	
Site name	
Site address	
Job reference	
Date of visit *	_____ / _____ / _____
Time on site	_____ : _____
Time off site	_____ : _____
UPS make	
UPS model	
UPS serial number	
UPS ID / barcode	
UPS location	
Rating (kVA)	

Checks

Item	Pass	Fail	N/A
Alarm and event log reviewed *	☐	☐	☐
Visual inspection, no overheating *	☐	☐	☐
Fans operating *	☐	☐	☐
Filters cleaned / replaced *	☐	☐	☐
Capacitors inspected *	☐	☐	☐
Battery visual and connections torqued *	☐	☐	☐
Battery impedance / voltage test *	☐	☐	☐
Static bypass transfer tested *	☐	☐	☐
Firmware checked *	☐	☐	☐
Environment temperature acceptable *	☐	☐	☐

Input voltage (V)	
Output voltage (V)	
Load (%)	
Battery autonomy (minutes)	
Battery install date	_____ / _____ / _____

Result

Recommendations	
Additional comments	
Engineer name *	
Engineer signature *	
Date signed *	_____ / _____ / _____
Customer name (print)	
Customer signature	

* Required