



# UPS Maintenance Checklist Guide

## Confidence in your Critical IT Business Resilience: Ensuring Longevity with UPS Maintenance

Frequency	Task	Details
<b>Quarterly</b>	Visual Checks	Inspect UPS system and components for wear, corrosion, or damage. Look for unusual signs. Regularly clean the UPS unit and its surroundings to prevent dust buildup, which can cause overheating.
	Battery Health	Inspect for leakage or swelling. Ensure battery connections are secure and clean. Keep in mind a certified UPS Electrician should do this and provide a report on the status of each battery cell
<b>Semi-Annual</b>	Component Testing	Test all components for functionality. Run diagnostic tests to identify potential issues.
	Environmental Conditions	Assess temperature and humidity levels. Ensure the area is clean and within recommended conditions.
<b>Annual</b>	Battery Replacement	Test batteries thoroughly and replace them if necessary. Check battery backup runtime under load.
	Firmware Updates	Install the latest firmware updates for performance and security.
	Load Testing	Perform a full load test to confirm UPS can handle actual power demands. Identify weaknesses.
	Emergency Power Off (EPO) Test	Verify that the EPO button or switch is functioning Correctly.
<b>Additional</b>	Manufacturer's Recommendations	Refer to the manufacturer's guidelines for your specific UPS model.
	Critical Systems Maintenance	Increase frequency for mission-critical systems (e.g., monthly or bi-monthly checks).
	High Usage Environments	More frequent inspections in high-usage areas or with frequent power fluctuations.
	Maintenance Reports	Keep an archive of all your historical reports for each maintenance activity and test.
	Manuals	Keep all your manuals, documentation , Serial# and contact information readily available.
	Spare Parts	Consider holding some spare parts for quick replacement or consider a fully comprehensive Maintenance contract.

Speak to us today

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Month	Tasks	Done?	Notes
<b>January</b>	Monthly: Visual Checks, Battery Health	[ ]	
<b>February</b>	Monthly: Visual Checks, Battery Health	[ ]	
<b>March</b>	Monthly: Visual Checks, Battery Health	[ ]	
<b>April</b>	Quarterly: Component Testing, Environmental Conditions	[ ]	
<b>May</b>	Monthly: Visual Checks, Battery Health	[ ]	
<b>June</b>	Bi-Annual: Comprehensive Maintenance	[ ]	

Month	Tasks	Done?	Notes
<b>July</b>	Monthly: Visual Checks, Battery Health	[ ]	
<b>August</b>	Monthly: Visual Checks, Battery Health	[ ]	
<b>September</b>	Monthly: Visual Checks, Battery Health	[ ]	
<b>October</b>	Quarterly: Component Testing, Environmental Conditions	[ ]	
<b>November</b>	Monthly: Visual Checks, Battery Health	[ ]	
<b>December</b>	Annual: Battery Replacement, Firmware Updates	[ ]	

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