

ANNUAL SYSTEM OPERATION & MAINTENANCE CHECKLIST

School Name _____ Field Name _____

Date of Inspection _____ Voltage/Phase _____ Date Installed _____

Type of Pole _____ Type/# of Luminaires _____

Inspected By _____ Contact Number _____

Needs
OK Repair N/A Notes

WARNING! Turn off electricity at power source and at safety disconnect on poles

Lighting Performance Testing				
Check with the AD and Staff to see if there are any concerns regarding field (pole, electrical or lighting)				
Average maintained foot-candles meet guidelines				
Uniformities meet guidelines				
Service Entrance & Pole Distribution Boxes				
Warning Stickers, wiring diagrams, circuit labels should be posted and legible				
Snap all breakers on and off several times to ensure firm contact				
If fuses are used at main service, check continuity				
Insulation around wiring should show no signs of deterioration				
Wiring should show no heat discoloration.				
Signs of wear should be replaced on taped connections				
Bare wires and exposed connections should be wrapped with insulated covering				
Are the panels appropriately locked or access minimized from the public				
Check all grounding connections at service entrance and at poles				
Pole Structures				
Wood poles checked for leaning and resulting misalignment of luminaires				
Wood poles checked for twisting and resulting misalignment of luminaires				
Wood poles checked for decay. Just below ground level, woodpecker holes etc.				
Steel anchor bolt poles checked for signs of corrosion				
Steel anchor bolt poles checked for proper drainage in grout at base				
Direct burial steel poles checked for proper mastic covering above/below grade at base				
Direct burial steel poles checked for water/moisture inside pole and corrosion around base of pole				
Direct burial steel poles checked for proper mastic covering inside the pole				
Pull on conduits in hand holes to check for looseness				
Check for all pole electrical access covers in place				
Check for all external cable conduit to be in good shape, not cracked or missing				
Check for other visible signs of deterioration? Specify				
Check any pole climbing equipment for proper attachment, alignment and decay or corrosion				
Check to make sure trees are not encroaching on the pole structures or overhead wires				
Luminaires				
Check for signs of out-gassing, leaking or water damage				
Check for broken or missing lens covers, replace if needed				
Check for luminaires not operating. Trouble shoot and repair				
Visually inspect ballast/drivers at 10' above grade or with binoculars for integral ballasts/drivers for signs of deterioration				
Check to make sure capacitors are not bulging				
Do any of the luminaires need realignment (visual and light level testing)				
Insulation covering on wiring should show no signs of wear or cracking.				
Ground wire connections must be secure.				
Check around ballasts for signs of blackening. (metal halide)				
Check that capacitors aren't bulging. (metal halide)				
Check aiming alignment of all luminaires. On wooden poles, see if cross-arms are still aligned with the field and horizontal.				