



# Emergency Power System - Critical Learning Spaces Checklist

## System Overview & Documentation

Verifies the existence and accuracy of system documentation and general system health.

### Emergency Power System System ID

### Brief System Description (including capacity, fuel type, etc.)

### Date of Last System Design Review

### Copy of Latest System Design Documentation

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### Rated System Power (kVA/kW)

### System Configuration (e.g., Standby, Island Mode)

- ☐ Standby
- ☐ Island Mode
- ☐ Other (Specify)

If 'Other' selected above, please specify configuration.

Write something...

### Date of Last Emergency Power System Performance Test

Enter date...

## Battery System

Focuses on the health and performance of the battery backup system.

### Battery Voltage (DC)

Enter a number...

### Battery Specific Gravity (if applicable)

Enter a number...

### Battery Temperature (°C)

Enter a number...

### Battery Capacity Remaining (%)

Enter a number...

### Battery Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Needs Attention

### Last Battery Inspection Date

Enter date...

### Notes/Observations on Battery Health

Write something...

### Battery Type

- ☐ Lead-Acid
- ☐ Lithium-Ion
- ☐ NiCd
- ☐ Other

## Generator Set (if applicable)

Covers operational checks and maintenance of the generator set, if part of the emergency power system.

**Generator Run Time (Hours)**

Enter a number...

**Fuel Level (Gallons/Liters)**

Enter a number...

**Oil Pressure (PSI/Bar)**

Enter a number...

**Coolant Temperature (°F/°C)**

Enter a number...

**Generator Exercised within last year?**

- ☐ Yes
- ☐ No
- ☐ N/A

**Last Exercise Date**

Enter date...


**Exercise Performance Notes (Load, Duration, Abnormalities)**

Write something...

### Governor Function Test Passed?

- ☐ Yes
- ☐ No
- ☐ N/A

### Upload Generator Maintenance Log (PDF)

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## Transfer Switch

Assesses the functionality and reliability of the automatic transfer switch.

### Transfer Switch Model Number

Enter a number...

### Last Transfer Switch Exercise Date

Enter date...

### Transfer Switch Exercise Duration (seconds)

Enter a number...

### Transfer Switch Exercise Result (Normal/Abnormal)

- ☐ Normal
- ☐ Abnormal

### Details of any Abnormal Exercise Results (if applicable)

Write something...

### Transfer Switch Contact Condition (Clean/Corroded)

☐ Clean

☐ Corroded

### Contactor Resistance (Ohms) - Phase 1

Enter a number...

### Contactor Resistance (Ohms) - Phase 2

Enter a number...

### Status of Annunciator Panel (Operational/Faulty)

☐ Operational

☐ Faulty

## Critical Loads & Circuits

Confirms power delivery to designated critical learning spaces and equipment.

### Circuit Breaker Amperage (Critical Load 1)

Enter a number...

### Critical Load 1 Status (Power On/Off During Test)

☐ Power On

☐ Power Off

### Voltage at Critical Load 1 (During Test)

Enter a number...

### Critical Load 2 Status (Power On/Off During Test)

☐ Power On

☐ Power Off

### Voltage at Critical Load 2 (During Test)

Enter a number...

### Critical Equipment Powered (Select All That Apply)

☐ Lighting

☐ HVAC

☐ Network/Data Ports

☐ AV Equipment

☐ Computers/Workstations

☐ Laboratory Equipment

### Notes on Critical Load Performance (e.g., any unusual behavior)

Write something...

# Monitoring & Alarm Systems

Evaluates the effectiveness of monitoring and alarm systems for the emergency power system.

## Alarm Panel Functionality

- ☐ Functional
- ☐ Needs Repair
- ☐ Not Present

## Battery Voltage (at panel)

Enter a number...

## Alarm Notifications Received (Last Test)

- ☐ Yes, as expected
- ☐ No
- ☐ Partially

## Description of Any Alarm Events (recent)

Write something...

## Status of Remote Monitoring (if applicable)

- ☐ Operational
- ☐ Disconnected
- ☐ Error



### Last Alarm System Test Date

### Alarm System Test Report (if available)

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## Testing & Maintenance Records

Reviews testing and maintenance records to ensure compliance and identify trends.

### Last Generator Load Test Date

### Last Battery System Capacity Test Date

### Battery System Capacity Test Result (%)

### Generator Runtime During Last Load Test (hours)


**Summary of Observations During Last Load Test (including any issues)**

Write something...

**Load Test Passed?**

- ☐ Yes
- ☐ No
- ☐ N/A

**Upload Load Test Report (if applicable)**

 Upload File

**Date of Last Preventive Maintenance**

Enter date...

**Details of Maintenance Performed**

Write something...