



# Point-of-Sale (POS) System Power Backup Checklist

## UPS (Uninterruptible Power Supply) Assessment

This section covers the physical inspection and basic operational checks of the UPS units powering the POS systems.

### UPS Model Number

### UPS Serial Number

### UPS Capacity (VA/kVA)

### UPS Location

- ☐ Main POS Area
- ☐ Secondary POS Area
- ☐ Back Office
- ☐ Other (Specify)

### UPS Status (Visual Inspection)

- ☐ OK
- ☐ Warning - Minor Issues
- ☐ Critical - Major Issues

### Detailed Notes on Visual Inspection (e.g., fan noise, display readings, damage)

Write something...

### Last Maintenance Date

Enter date...

### Ambient Temperature (°C)

Enter a number...

### Bypass Mode Status

- ☐ Normal Operation
- ☐ Maintenance Bypass
- ☐ Emergency Bypass

## Battery Health & Performance

Focuses on the condition and output capability of the UPS batteries.

### UPS Battery Voltage (per battery)

Enter a number...

### UPS Battery Capacity (%)

Enter a number...

### UPS Output Power (Watts)

Enter a number...

### UPS Load (%)

Enter a number...

### Last Battery Replacement Date

Enter date...

### Notes on Battery Performance (e.g., any warnings, unusual behavior)

Write something...

### Battery Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

### Time of Last Battery Test

# Generator System (If Applicable)

Covers the functionality and readiness of the backup generator, if one is in place.

## Generator Last Run Hours

## Date of Last Generator Service

## Fuel Level (Gallons/Liters)

## Fuel Type


- ☐ Diesel
- ☐ Gasoline
- ☐ Propane
- ☐ Natural Gas

## Generator Operational Status

- ☐ Operational
- ☐ Needs Repair
- ☐ Out of Service

## Notes/Observations during inspection

### Generator Service Record (Last Service)

 Upload File

### Generator Voltage Output (Volts)

Enter a number...

## Power Transfer & Switching

Verifies the seamless transfer of power between utility power, UPS, and generator (if applicable).

### Transfer Time (ms)

Enter a number...

### Transfer Time (ms) - Generator (If Applicable)

Enter a number...

### Transfer Success

☐ Success

☐ Failure

### Transfer Failure Notes (If Applicable)

Write something...

### Last Transfer Test Date

Enter date...

### Time of Transfer Test

### Automatic/Manual Transfer

☐ Automatic

☐ Manual

## Testing & Documentation

Ensures regular testing and proper documentation of all backup power systems.

### Last Full System Test Date

Enter date...

### Test Start Time (during last test)

### Test Duration (minutes)

Enter a number...

### Test Results Summary (Detailed observations)

Write something...

### Test Outcome

- ☐ Successful
- ☐ Partial Success
- ☐ Failure

### Test Report (PDF/Excel)

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### Corrective Actions Taken (if any)

Write something...

### Next Scheduled Test Date

Enter date...

### Person Responsible for Testing

Write something...

## Environmental Considerations

Addresses environmental factors that can impact the UPS and generator performance.

### Ambient Temperature (UPS Room)

Enter a number...

### Relative Humidity (UPS Room)

Enter a number...

### Presence of Water/Moisture?

☐ Yes

☐ No

### Notes on Ventilation (Adequacy, Blockages)

Write something...

### Dust/Debris Accumulation?

☐ Significant

☐ Moderate

☐ Minimal

☐ None

### Photos of UPS/Generator Room Environment

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### Last Cleaning Date (UPS/Generator Room)

Enter date...