Revised September 2021

STRONGLY SUGGESTED ANNUAL SYSTEM OPERATION & MAINTENANCE CHECKLIST

School Name_____ **Field Name**_____

Date of Inspection_____ **Voltage/Phase**_____ **Date Installed**_____

Type of Pole_____ **Type/# of Luminaires**_____

Inspected By_____ **Title:**_____ **Contact Number**_____

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

	OK	Needs Repair	N/A	Notes
Lighting Performance Testing				
Check with the AD and Staff to see if there are any concerns regarding field (pole, electrical or lighting)				
Average maintained footcandles meet guidelines				
Uniformities meet guidelines				
Service Entrance, Poles, and 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. Utilizing breakers for on/off control is not recommended due to reducing the effectiveness of the devices for overcurrent protection. Also, risk of arc flash is increased as breakers age and appropriate precautions should to taken. See NEC 110.16-A Arc Flash				
Check fuses for 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. The grounding systems are required to comply with NFPA 70. 1. Is a ground rod present? 2. Are the bolted connections in good condition? 3. Are the grounding components from acceptable materials and are they sized properly? 4. Is the resistance level satisfactory? This can be verified by measuring resistance to ground. Which for a single rod it should be 25 ohms or less. If it's higher, then a second ground rod shall be added. There is no requirement for minimum resistance value, if two grounds are installed.				
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 to ensure no corrosion or pitting of the galvanized protection is evident				
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 smoky film on lenses, or water damage to luminaires				
Check for broken or missing lenses, replace as needed				
Check for luminaires not operating. Troubleshoot and repair (fuse, lamp, ballast or capacitor for HID)				
Visually inspect ballast/drivers for signs of deterioration				
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 crossarms are still aligned with the field and horizontal.				