

**The City of Winnipeg
 Planning, Property and Development Department
 Municipal Accommodations Division
 Project Services Branch**

Preventative Maintenance Checklist

LED Sign Serial #:	
Customer Name	
Site Name	
Site Address	
Sign Module Type	
Sign Size	

	Inspection of Sign Cabinet & Cooling System	Done
1.1	Inspect and Clean Fan Filters	
1.2	Check fan operation and replace any fans not functional	
1.3	Inspect Sign Faces for any LED Module damage & replace as necessary	
1.4	Inspect Sign cabinet for any evidence of corrosion.	
1.5	Inspect Sign cabinet for any evidence of water intrusion	
	Check of LED Sign External Devices & Connections	
2.1	Check condition of Photocell/ Temp probes and associated cabling	
2.2	Check condition of cable connection to LED sign for AC	
2.3	For double face signs check condition of Master/Slave data cables and connections.	
2.4	For Wi-Fi equipped LED signs status check condition of signs Wi-Fi bridge & associated cabling.	
2.5	For Cellular equipped LED signs status check condition of Cellular antenna & associated cabling.	
2.6	For Webcam equipped LED signs check condition of Webcam & associated cabling.	
2.7	Check inventory of spare parts at site (if applicable)	
2.8	Check safety conditions for servicing (catwalks, lighting etc.) as applicable.	
	Operational Test of LED Sign	
3.1	Run test pattern on LED Sign and note any LED modules outages and correct as necessary	
3.2	Run LED sign in Primary & Backup data mode (on data redundancy equipped signs) & check for any Led module outages	
3.3	Check LED Sign connectivity (Cellular, Wi-F, Hardwire) back to site PC or MRI NOC as applicable.	

3.4	For Guardian equipped systems confirm sign is checking in MRI Portal & Webcams (if applicable).	
3.5	Check Photocell input and brightness level being reported (ViQ or MRI NOC)	
3.6	Ensuring all components (Receiver cards and ViQ players) have latest FW versions	
3.7	Publish of content to LED sign to confirm communication and configuration of content editing software	
3.8	Perform a color calibration of the LED modules as necessary.	

Follow-On Actions Required

Comments & Recommendations

PM Performed by	
Date PM completed	
Customer Rep.	