

## UPS Installations Checklist

<b>Company:</b>	
<b>Contact Name:</b>	
<b>Mobile and Email:</b>	
<b>Site Address and Postcode</b>	

### New Uninterruptible Power Supply General Overview

<b>Item</b>	<b>UPS System</b>	<b>Description</b>	<b>Status</b> <small>green / amber / red *</small>
<b>1</b>	Critical Loads	Identify the loads to be powered by the UPS system noting kW or kVA size, three phase or single phase and how they are to be connected to the UPS system. Options include: hardwired, PDUs, sockets.	-
<b>2</b>	Electrical Works	Review existing electrical arrangements in terms of electrical power distribution and sub-distribution into the room where the UPS is to be installed.	-
<b>3</b>	Room Environment	Note the room ambient environment (20-25°C recommended) and review for humidity, cleanliness, access security and ease of service.	-
<b>4</b>	UPS system	Identify the form format for the UPS: Tower or rackmount, modular or standalone, resilience (N or N+X) and whether this is a new UPS system or a replacement requiring removal and disposal services.	-
<b>5</b>	UPS backup power	Review the runtime required from the battery pack and where the batteries are to be installed (cabinet or stand) and whether there is a standby generator.	-
<b>6</b>	UPS bypass	Identify UPS system bypass arrangements are required for service and maintenance	-
<b>7</b>	UPS monitoring	Note if the UPS is to be remotely monitored and if the system required SNMP, Modbus, Profibus or signal contacts.	-
<b>8</b>	Logistics	Review the logistics required to move the UPS from its point of delivery van off-load to the point of installation and electrical connection.	-
<b>9</b>	UPS Testing	Identify commissioning and SAT (Site Acceptance Testing) requirements including use of load banks and review the need for annual or twice-annual preventative maintenance and battery testing.	-
<b>10</b>	Management System	Review any health & safety, environmental, quality assurance implications in terms of RAMS (Risk Assessments and Method Statements), on-site training, waste removal and recycling and documentation required.	-

## UPS System Proposal

<b>UPS (kW/kVA)</b>		<b>Input</b>	1ph/3ph	<b>Format</b>	Monoblock or Modular
<b>UPS Runtime</b>		<b>Output</b>	1ph/3ph	<b>Resilience</b>	N or N+1
<b>Load (kVA/kW)</b>		<b>Bypass</b>	yes/no	<b>Generator</b>	yes/no

Please use this space for notes and drawings of the room noting important aspects that must be covered to ensure a safe and secure installation and on-time project delivery.

### \*Notes

Item	Comment / Corrective Action(s) Required

### Site Drawing

### Installation Survey

Date / Time	Name	Company	Signature

An uninterruptible power supply provides power protection in the form of back-up power when the mains power supply fails and protection from power problems when the mains power supply is present. To ensure years of continuous service it is important to install a UPS system in line with UPS manufacturer recommendations and the relevant national regulations and requirements.

**For more information on our UPS system services please visit:**

<https://www.serverroomenvironments.co.uk/products/ups-systems/>