

FALL / WINTER INFRASTRUCTURE DATABASE

➤ Verify Critical Infrastructure Supplier Emergency Contact Data;

a). Electrical Utility Company:

24 Hour Emergency Contact Number: () _____ - _____
Station's Account Number: _____
Pole Number on which Transformers are mounted: _____
Ground Pad Transformer Number: _____
Local Dispatch Contact Number if available: _____

b). Phone Company / Data Circuit Provider:

24 Hour Emergency Contact Number: () _____ - _____
Station's Account Number: _____
T-1 Circuit ID: _____
Demark Number: _____
Nearest Pedestal or Pole Number: _____
Local Dispatch Contact Number if available: _____

c). Internet Access Provider:

24 Hour Emergency Contact Number: () _____ - _____
Station's Account Number: _____
Cable Modem Number: _____
T-1 Circuit ID: _____
DSL Circuit ID: _____
Nearest Pedestal or Pole Number: _____
Local Dispatch Contact Number if available: _____

d). HVAC Service Provider:

24 Hour Emergency Contact Number: () _____ - _____
Station's Account Number: _____
Make, Year and Model of Critical Cooling/Heating Units: _____
Local Dispatch Contact Number if available: _____

e). Generator Fuel Provider:

24 Hour Emergency Contact Number: () _____ - _____
Station's Account Number: _____
Gas Meter Number: _____
Local Dispatch Contact Number if available: _____

e). Water/Sewage Utility Provider:

24 Hour Emergency Contact Number: () _____ - _____
Station's Account Number: _____
Water Meter Number: _____
Local Dispatch Contact Number if available: _____

f). FAA National Tower Light Outage Reporting #: **877-487-6867**

FALL / WINTER MAINTENANCE CHECKLIST

- **Verify Snow Removal Vendor is in Business and Removal Contract is Valid.**
- **Check Battery Status on all Uninterruptible Power Supplies.**
- **REPLACE: All Alkaline *and* Zinc-Carbon Batteries inside; Test Gear, Transmitters, Studio Clocks, Alarm Systems, Smoke Detectors, etc.**
- **Emergency Generator Systems:**
 - 1). Verify Crankcase Heater Operation.
 - 2). Check drive belts and fluid levels of Emergency Generator Systems.
 - 3). Check age of Generator Battery – replacement cycle; 2 to 3 years
 - 4). Check Fuel Level of all Emergency Generator Tanks.
 - 5). Visually Inspect Radiator Fins – clear leaves and debris, clean if needed.
 - 6). Check Remote Control Status of Generator Operation and Alarm Verification.
 - 7). Visually Inspect Automatic Transfer Switches – Observe an actual transfer.
 - 8). Pull the Master Building Utility Supply placing the Generator under full load.
Verify that all facility 'critical circuits' are actually powered by the Generator.
- **HVAC Systems**
 - 1). Verify Economizer Relay Operates – *Pulls Outside Air in upon command.*
 - 2). Run dual units separately to insure each unit has full load cooling capacity.
 - 2). Replace Filters on a regular cycle and log each replacement.
 - 3). Visually inspect Condenser Coils – *Remove leaves and debris if needed.*
 - 4). Listen for unusual compressor or fan motor noises in each Mode.
 - 5). Visually inspect Economizer Ports – *Must allow External Air in on Demand.*
 - 6). Test Transmitter Site's Emergency Heater
- **Verify 'Transmitter Room / Server Room / Rack Room' Temperature is maintained within desired range. *Test Remote Control Temperature Sensor.***
- **Check Stock of Spare Tower Light Bulbs and Solid State Flashers.**
- **Verify a 'Quarterly Tower Inspection Report' is being completed quarterly;**
 - 1). Remote control sample accurately reflects tower light operation and alarms upon any Beacon Failure (*Observe tower and log any burned out bulbs*)
 - 2). Condition of structure paint bands – are the bands clearly visible at 1KM?
 - 3). Check anchor points – are the safeties in place, any signs of vandalism?
 - 4). Check tower fence security and RF Warning postings.
- **Verify Antenna System De-Icers draw the specified AC Current when 'On'.**
- **Check Coax Line Gas Pressure – verify Remote Control 'Alarm' activation.**
- **Check that all Security Lights are Operational.**
- **Lubricate all exterior Pad Locks and Dead Bolts with Lock Lubricant**