PREVENTATIVE MAINTENANCE REPORT MICROWAVE VEHICLE DETECTOR



PLEASE TYPE OR PRINT IN BLUE OR BLACK INK ALL INFORMATION

DEVICE TYPE:		DISTRICT ID:			STATEWIDE ID:
DATE (mm/dd/yyyy):	TIME:		COUNTY:		SERIAL/RFID NUMBER:
STATE ROUTE (S.R.):				DIRECTION:	
LOCATION (Mile Marker/Segment-	Offset):			VERIF	FIED AT SITE: YES NO
LATITUDE/LONGITUDE:					
TIME ARRIVING AT SITE:				TIME LEAVING SITE:	
DESCRIPTION OF PROBLEM	(S):				
CORRECTIVE ACTIONS TAK	EN:				
PROBLEM(S) CORRECTED: PARTS:	YES NO)			
LABOR/EQUIPMENT/TRAFFI	C CONTROL:				
ADDITIONAL COMMENTS:					
	ne ITS Structure	s Preventativ			I, Device, Cabinet, and Communications ted, and that all checklist items receiving
	Printed Name			Signature	
	Date (mm/dd/yyyy)			Company	

DISTRICT ID:	STATEWIDE ID:	DATE:	TIME:	

	General Checklist					
TASK #	TASK	COMPLETED?	CONDITION (Select One)			
G001	Check clearance of tree branches or brush around power and communication lines. Report required tree trimming and/or brush clearing work.	YES NO N/A	Excellent Good Fair* Poor*			
G002	Check that MVD system is adequately protected by guiderail. Report damaged guiderail.	YES NO N/A	Excellent Good Fair* Poor*			
G003	Check for damage (lightning, leaning, car impacts, vandalism, etc.). Repair as necessary.	YES NO N/A	Excellent Good Fair* Poor*			
G004	Verify that ITS site plans, ITS system block diagrams, electrical diagrams/wiring diagrams, and any other necessary records are located in the cabinet.	YES NO N/A	Excellent Good Fair* Poor*			

DISTRICT ID:	STATEWIDE ID:	DATE:	TIME:	

	Device Checklist		
TASK #	TASK	COMPLETED?	CONDITION (Select One)
D001	Perform preventative maintenance in accordance with the manufacturer's recommendations and as follows:	YES NO N/A	Excellent Good Fair* Poor*
D002	Check for proper clearance of tree branches or brush; schedule any required trim work.	YES NO N/A	Excellent Good Fair* Poor*
D003	Inspect for general condition, wear, rust, cracks, loose connections, frayed cables, and damage caused by (lightning, weather, car impacts, vandalism, etc.). Repair as necessary.	YES NO N/A	Excellent Good Fair* Poor*
D004	Note and replace any missing, damaged, rusted, cracked, or bent parts.	YES NO N/A	Excellent Good Fair* Poor*
D005	Inspect mounting hardware (anchor bolts, pole attachment) for rust, cracks, etc. Repair/replace as necessary.	YES NO N/A	Excellent Good Fair* Poor*
D006	Verify traffic volumes and speeds according to manufacturer's recommendations.	YES NO N/A	Excellent Good Fair* Poor*
D007	Calibrate MVD device per manufacturer's recommendations.	YES NO N/A	Excellent Good Fair* Poor*
D008	Check MVD alignment. Align/tighten unit if necessary.	YES NO N/A	Excellent Good Fair* Poor*
D009	Inspect MVD for proper operation and function per manufacturer's instructions.	YES NO N/A	Excellent Good Fair* Poor*
D010	Disconnect power supply from MVD system. Verify that MVD system proceeds automatically to full function mode, without any human intervention, when power supply is restored.	YES NO N/A	Excellent Good Fair* Poor*

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	Device Checklist (con't)					
TASK #	TASK	COMPLETED?	CONDITION (Select One)			
D011	Replace any damaged or malfunctioning units.	YES NO N/A	Excellent Good Fair* Poor*			
D012	Visually inspect all exposed grounding systems at the device for corrosion and damage.	YES NO N/A	Excellent Good Fair* Poor*			

DISTRICT ID:	STATEWIDE ID:	DATE:	TIME:

Cabinet Checklist				
TASK #	TASK	COMPLETED?	CONDITION (Select One)	
C001	Check the condition of surface and general cabinet appearance for damage (paint, damage, and graffiti).	YES NO N/A	Excellent Good Fair* Poor*	
C002	Check cabinet door and locking mechanism for proper closure. Adjust or repair if needed. Lubricate hinges and lock.	YES NO N/A	Excellent Good Fair* Poor*	
C003	Inspect and change filters where applicable.	YES NO N/A	Excellent Good Fair* Poor*	
C004	Check weatherproof seal (gasket).	YES NO N/A	Excellent Good Fair* Poor*	
C005	Remove any snow or brush from doorway opening or area surrounding cabinet.	YES NO N/A	Excellent Good Fair* Poor*	
C006	Inspect cabinet mounting hardware (anchor bolts, pole attachment) for rust, cracks, etc. Tighten if necessary.	YES NO N/A	Excellent Good Fair* Poor*	
C007	Check for water accumulations and duct sealant.	YES NO N/A	Excellent Good Fair* Poor*	
C008	Clean and vacuum inside of cabinet and equipment to remove dust.	YES NO N/A	Excellent Good Fair* Poor*	
C009	Check light bulbs and replace where applicable.	YES NO N/A	Excellent Good Fair* Poor*	
C010	Check and inspect equipment racks/shelves (tighten any lose hardware).	YES NO N/A	Excellent Good Fair* Poor*	

DISTRICT ID:	STATEWIDE ID:	DATE:	TIME:
JISTRICT ID	STATEWIDE ID	DATE	

Cabinet Checklist				
TASK #	TASK	COMPLETED?	CONDITION (Select One)	
C011	Check operation of fan/air conditioner unit and heater, and replace where applicable.	YES NO N/A	Excellent Good Fair* Poor*	
C012	Check radio interference filter (RFI) and lightning arrestor.	YES NO N/A	Excellent Good Fair* Poor*	
C013	Check circuit breaker and fuses.	YES NO N/A	Excellent Good Fair* Poor*	
C014	Check ground fault receptacle.	YES NO N/A	Excellent Good Fair* Poor*	
C015	Check environmental systems.	YES NO N/A	Excellent Good Fair* Poor*	
C016	Inspect all connections, cabling, and physical appearance of the equipment within the cabinets.	YES NO N/A	Excellent Good Fair* Poor*	
C017	Ensure that cables are not stressed.	YES NO N/A	Excellent Good Fair* Poor*	
C018	Hand-tighten all electrical terminations as necessary.	YES NO N/A	Excellent Good Fair* Poor*	
C019	Inspect all wires for loose connections, frayed wires, rodent damage, etc. Repair as necessary.	YES NO N/A	Excellent Good Fair* Poor*	
C020	Check incoming power for proper voltage and correct if not within tolerances.	YES NO N/A	Excellent Good Fair* Poor*	

DISTRICT ID:	STATEWIDE ID:	DATE:	TIMF:	

Cabinet Checklist (con't)					
TASK #	TASK	COMPLETED?	CONDITION (Select One)		
C021	Check function and communications (modem).	YES NO N/A	Excellent Good Fair* Poor*		
C022	Visually inspect all exposed grounding systems at the device for corrosion and damage.	YES NO N/A	Excellent Good Fair* Poor*		
C023	Check conduit entry to cabinet. Provide duct sealant (or another means) to prevent rodent entry if not already present.	YES NO N/A	Excellent Good Fair* Poor*		
	DEDECOM THE FOLLOWING FOR LOCATIONS WITH				
	PERFORM THE FOLLOWING FOR LOCATIONS WITH UNINTERRUPTIBLE POWER SUPPLY (UPS):	COMPLETED?	CONDITION (Select One)		
C024	Visually inspect general condition of UPS for corrosion, wear, and any other damage. Repair as needed.	□YES □NO □N/A	Excellent Good Fair* Poor*		
C025	Clean UPS and battery.	□YES □NO □N/A	Excellent Good Fair* Poor*		
C026	Check all battery terminal connections for security and apply corrosion preventative compound. Tighten as necessary.	YES NO N/A	Excellent Good Fair* Poor*		
C027	Verify functionality of UPS by disconnecting power at breaker. Verify that UPS maintains operation.	□YES □NO □N/A	Excellent Good Fair* Poor*		

DISTRICT ID:	STATEWIDE ID:	DATE:	TIME:	

Communications and Electrical Service Checklist				
TASK #	TASK	COMPLETED?	CONDITION (Select One)	
E001	Check to be sure hand hole covers are secure. Tighten if necessary.	YES NO N/A	Excellent Good Fair* Poor*	
E002	Check pull boxes (damage, covers missing, or damaged). Repair if necessary.	YES NO N/A	Excellent Good Fair* Poor*	
E003	Check conduit entry to junction box. Repair if necessary.	YES NO N/A	Excellent Good Fair* Poor*	
E004	Check conduit runs for settling of trench.	YES NO N/A	Excellent Good Fair* Poor*	
E005	Pump junction box dry if water is present remove.	YES NO N/A	Excellent Good Fair* Poor*	
E006	Clean garbage from junction box.	YES NO N/A	Excellent Good Fair* Poor*	
E007	Visually inspect lugs for burning corrosion, water infiltration and rodent damage.	YES NO N/A	Excellent Good Fair* Poor*	
E008	Visually inspect cable tags. Replace or reattach if needed.	YES NO N/A	Excellent Good Fair* Poor*	
E009	Visually inspect bushings for rust or damage.	YES NO N/A	Excellent Good Fair* Poor*	
E010	Visually inspect splice kit for integrity and water infiltration. Repair or replace if necessary.	YES NO N/A	Excellent Good Fair* Poor*	

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Communications and Electrical Service Checklist				
TASK #	TASK	COMPLETED?	CONDITION (Select One)	
E011	Inspect all equipment grounding conductors and connections for integrity.	YES NO N/A	Excellent Good Fair* Poor*	
E012	Check antenna for proper communications.	YES NO N/A	Excellent Good Fair* Poor*	
	PERFORM THE FOLLOWING FOR LOCATIONS WITH DIRECT ELECTRICAL CONNECTION:	COMPLETED?	CONDITION (Select One)	
E013	Check meter cabinet/pole/pedestal for damage (lightning, leaning, vehicle damage, vandalism, corrosion, etc.)	YES NO N/A	Excellent Good Fair* Poor*	
E014	Check service pole base. Replace base cover and clean out if necessary.	YES NO N/A	Excellent Good Fair* Poor*	
E015	Check cabinet/conduit mounting hardware. Replace bolt cover and tighten if necessary.	YES NO N/A	Excellent Good Fair* Poor*	
E016	Check pole base splices for damage, water infiltration, and rodent damage.	YES NO N/A	Excellent Good Fair* Poor*	
E017	Visually inspect all exposed grounding systems at the device for corrosion and damage.	☐YES ☐NO ☐N/A	Excellent Good Fair* Poor*	
E018	Visually inspect the meter socket and disconnect for damage, vandalism, and missing hardware.	☐YES ☐NO ☐N/A	Excellent Good Fair* Poor*	
E019	Check anchor bolts for tightness and corrosion.	YES NO N/A	Excellent Good Fair* Poor*	
E020	Check breakers.	□YES □NO □N/A	Excellent Good Fair* Poor*	

^{*}Document all Fair/Poor results in the Preventative Maintenance Report Form. Repair where possible.

DISTRICT ID:	STATEWIDE ID:	DATE:	TIME:	

MICHOWAVE VEHICLE DETECTOR				
Communications and Electrical Service Checklist				
TASK #	TASK	COMPLETED?	CONDITION (Select One)	
E021	Check meter cabinet for damage.	YES NO N/A	Excellent Good Fair* Poor*	
E022	Check meter cabinet locking mechanism. Adjust or repair if needed.	YES NO N/A	Excellent Good Fair* Poor*	
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	PERFORM THE FOLLOWING FOR LOCATIONS WITH SOLAR POWER ASSEMBLIES:	COMPLETED?	CONDITION (Select One)	
E023	Using acceptable battery analyzer, perform load test and verify passing condition.	YES NO N/A	Excellent Good Fair* Poor*	
E024	Check batteries; clean and fill as necessary.	YES NO N/A	Excellent Good Fair* Poor*	
E025	Test battery charging system.	YES NO N/A	Excellent Good Fair* Poor*	
E026	Check all battery terminal connections for security and apply corrosion preventative compound.	YES NO N/A	Excellent Good Fair* Poor*	
E027	Thoroughly clean solar panels that power the battery packs.	□YES □NO □N/A	Excellent Good Fair* Poor*	
E028	Inspect solar panel assembly for damage. Repair or replace if necessary.	☐YES ☐NO ☐N/A	Excellent Good Fair* Poor*	
E029	Verify that solar panels are arranged in such a way as to allow panels to receive direct sunlight. Report any issues.	YES NO N/A	Excellent Good Fair* Poor*	
E030	Check clearance of tree branches or brush around solar panel assembly, report required tree trimming and/or brush clearing work.	☐YES ☐NO ☐N/A	Excellent Good Fair* Poor*	

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