



Ministry of
Transportation
and Infrastructure

ELECTRICAL AND TRAFFIC ENGINEERING MANUAL

Appendix 600.4

Maintenance Check Sheet Example

Maintenance Check Sheet Example

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| <p>GEORGE MASSEY TUNNEL COUNTERFLOW SYSTEM</p> <p>VARIABLE MESSAGE SIGNS (VMS)</p> <p>Annual Preventive Maintenance</p> | <p>CHECKLIST 1-7</p> <p>Date: _____</p> <p>Initials: _____</p> <p>VMS: _____</p> |
| <hr/> <p>1 SCOPE OF WORK</p> <ul style="list-style-type: none"> .1 This preventive maintenance procedure is used to: <ul style="list-style-type: none"> .1 Clean and inspect the variable message signs. .2 Check the operation of the variable message signs. .2 Use the inventory listing provided for this equipment. | |
| <hr/> <p>2 CHECKLIST TERMS</p> <ul style="list-style-type: none"> .1 Check: Inspect the equipment, then record problems for corrective maintenance at the end of the checklist. .2 Make sure: Inspect the equipment, then repair or replace it as required to meet the standard indicated in the check. | |
| <hr/> <p>3 CHECKLIST PROCEDURES</p> <ul style="list-style-type: none"> .1 Perform the checks in the listed sequence. .2 Place a checkmark (☑) in the box beside the step after the procedure is carried out. .3 Immediately repair all unsafe conditions identified through this checklist. .4 Immediately report all conditions affecting operations or public safety that are not addressed in this checklist. .5 Record all corrective maintenance items at the end of the checklist. | |
| <hr/> <p>4 NOTES ON THE VARIABLE MESSAGE SIGNS</p> <ul style="list-style-type: none"> .1 This preventive maintenance procedure is not likely to create faults. If faults do occur however, refer to the <i>Corrective Maintenance</i> section of the <i>System Maintenance Manual</i> for procedures on clearing the faults. | |

| GEORGE MASSEY TUNNEL COUNTERFLOW SYSTEM CHECKLIST 1-7 VARIABLE MESSAGE SIGNS (VMS) Annual Preventive Maintenance | |
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| 5 | PRESTART CHECKS .1 Check with the facility operator and the log book for any outstanding or recurring problems relating to this equipment. <input type="checkbox"/> Note: Do not proceed with this maintenance check if there are outstanding or recurring problems with the equipment that will interfere with the tests. |
| 6 | POLE .1 Complete a pole checklist for the VMS. <input type="checkbox"/> |
| 7 | ALUMINUM FRAME: .1 Check if the frame is securely mounted. <input type="checkbox"/> .2 Check if the frame is free of damage and cracks. <input type="checkbox"/> |
| 8 | EXTERIOR .1 Check if the LED modules are securely mounted. <input type="checkbox"/> .2 Loose and untidy wiring. <input type="checkbox"/> .3 Disconnected or redundant items. <input type="checkbox"/> .4 Wash the lenses (outside) with a recommended detergent and antistatic material. <input type="checkbox"/> |
| 9 | OPERATIONAL CHECKS .1 Ask the facility operator to cycle the sign through the standard messages. <input type="checkbox"/> .2 Use the local "game boy" controller to display the "all LEDs on" test pattern. <input type="checkbox"/> .3 Observe and record any malfunctioning LEDs for corrective maintenance. <input type="checkbox"/> |

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| GEORGE MASSEY TUNNEL COUNTERFLOW SYSTEM VARIABLE MESSAGE SIGNS (VMS) Annual Preventive Maintenance | CHECKLIST 1-7 |
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10 **FINAL CHECKS**

.1 Attempt to clear any faults created during preventive maintenance. ☐

.2 Record all faults for corrective maintenance (faults that do not clear as well as other outstanding faults). ☐

11 **CORRECTIVE MAINTENANCE NOTES**

Record corrective maintenance items here: