

Preventative Maintenance Checklist



Stay ahead of costly repairs and unexpected downtime with a proactive approach to equipment care. This preventative maintenance checklist helps keep their systems running smoothly, extend the life of their investments, and ensure every project is delivered without interruption.

General Information

01 Current Conditions (Check One)

Non-Functional Poor Moderate Good Great

02 Any components not functioning correctly?

03 Rate Your System's Performance (1 = Bad, 5 = Excellent)

1 2 3 4 5

Why?

Self-Inspection

04 System Firmware

05 Overall Stability of System (1 = Bad, 5 = Excellent)

1 2 3 4 5

06 Any changes made to wiring or system setup?

Yes No

07 Does the system need recalibration or re-tuning?

Yes No

08 Is the room system HVAC or fam system still functional?

Yes No

09 Is the wireless system still stable?

Yes No

Checklist

- Clean and wipe down rack (inside and outside)
- Clean and wipe down all equipment
- Tighten all wire terminals and phoenix connectors
- Vacuum / blow out filters and fans
- Power-cycle system and confirm systems reboots correctly
- Update any applicable firmware updates
- Confirm programming and presets are still working correctly
- Check connections, labels, and craftsmanship
- Check system to ensure sound system is still tuned and time aligned
- Threshold test sound system and confirm limiters are still set correctly and all speakers are good
- Inspect power systems (sequencers, UPS, batter, relay panel, etc.)
- Paging system interrupt still working
- Document all wireless frequencies for site coordination
- Thoroughly clean and inspect consoles

Notes

Preventative maintenance goes a long way, but having a trusted team behind the scenes makes all the difference. Equalized Productions specializes in keeping systems running reliably, efficiently, and ready when they matter most. If you notice issues or want a professional check, their team is ready to help. Reach out today to schedule a service or system evaluation.

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Don't Forget

- Schedule regular check-ins
- Keep equipment clean
- Don't ignore small issues
- Document changes or problems