



## Inspection / Maintenance Procedure

**Doc Number GAC - MP - 001**

Revision Date : 25 Dec 2018  
Revision : 1

The users are expecting to use manufacturers' manual to maintain their assets. These general maintenance procedures to test/inspect assets where no specific manuals are available. When using these procedures, remember that these documents may not specify every single detail of your asset.

**Scope:** Scope of these procedures cover most residential and/or commercial fixed assets. For mobile assets (like car, bike, RVs etc.) recommend to follow manufacturers' manuals. For pets and human assets recommend to follow medical professionals' recommendations.

**How to use:** To use maintenance procedure of any asset go through page by page or able to download the procedure and also can print from the link below

[Smoke detector](#)

[Carbon monoxide detector](#)

[Motion detector](#)

[Electric system](#)

### Test/Inspect Smoke Detector

Asset Category: Electrical

Asset Criticality: Health & Safety. Regular maintenance is essential.

<b>Scope</b>	General maintenance procedure to test/inspect Smoke Detector where no specific manual is available.
<b>Precautions</b>	<ul style="list-style-type: none"> <li>• Review manufacturers' manual for work and safety requirements</li> <li>• Complete hazard / risk assessment prior to any maintenance / inspection / test work</li> <li>• Note : Do not use any chair with wheels</li> </ul>
<b>Tool Required</b>	<ul style="list-style-type: none"> <li>• Step ladder or high chair</li> <li>• Use proper PPE (e.g. Safety Glass &amp; Gloves)</li> </ul>

Maintenance / Inspection / Testing Steps	
Step	Action
1.1	Get a step ladder or high chair to reach smoke detector. Ensure ladder is sitting on leveled surface and placed firmly. If the ceiling height is higher, ensure a second person is holding the ladder.
1.2	Push the "Test Button" as shown in the picture. If you hear a beeping sound, the smoke detector is operating as expected.  Or you can create smoke manually near the smoke detector. If you hear a beeping sound, the smoke detector is operating as expected.  Or follow the manufacturers' user manual.

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|-----|--|
| 1.3 | If you do not hear a beeping sound, change 9V Battery. If there is still no beeping sound, replace smoke detector. Follow user manual to replace smoke detector. |
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### Common Failure & Troubleshooting

Failure	Troubleshooting
No beeping sound during test	Change battery. Test again, if no beeping sound, change smoke detector
LED light not flashing	Change battery. Check again, if no LED light, change smoke detector
Beeping sound, but no smoke	Battery is weak, change battery
Date expired	Change smoke detector

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**End of Maintenance Procedure**

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### Test/Inspect Carbon Monoxide Detector

Asset Category: Electrical

Asset Criticality: Health & Safety. Regular maintenance is essential.



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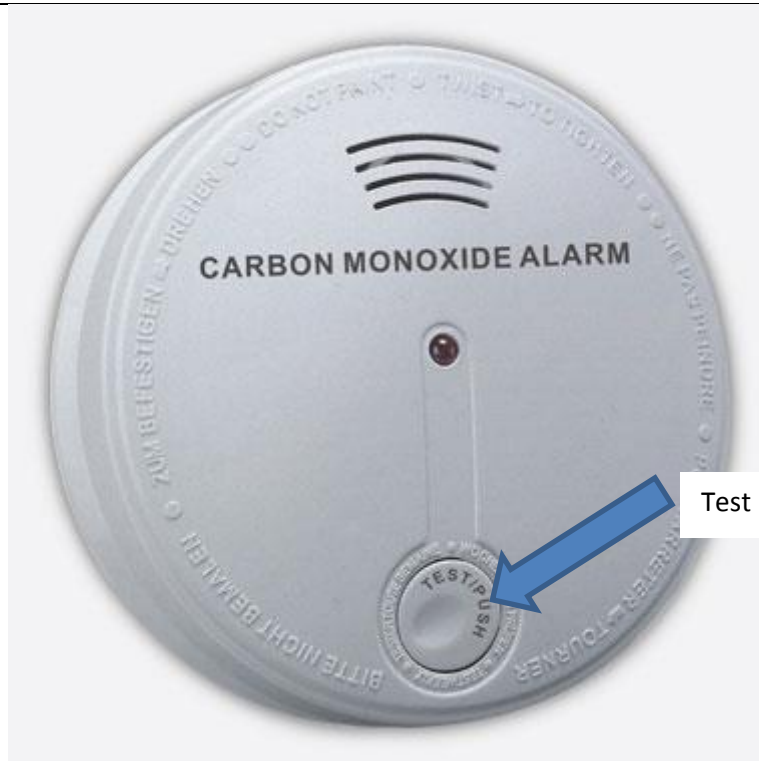
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<b>Scope</b>	General maintenance procedure to test/inspect Carbon Monoxide Detector where no specific manual is available.
<b>Precautions</b>	<ul style="list-style-type: none"><li>• Review manufacturers' manual for work and safety requirements</li><li>• Complete hazard / risk assessment prior to any maintenance / inspection / testing work</li><li>• Note : Do not use any chair with wheels</li></ul>
<b>Tool Required</b>	<ul style="list-style-type: none"><li>• Step ladder or high chair</li><li>• Use proper PPE (e.g. Safety Glass &amp; Gloves)</li></ul>

### Maintenance / Inspection / Testing Steps

Step	Action
1.1	Get a step ladder or high chair to reach the Carbon monoxide detector. Ensure ladder is sitting on leveled surface and placed firmly. If the ceiling height is higher, ensure a second person is holding the ladder.
1.2	Push the "Test Button" as shown in the picture. If you hear a beeping sound, the smoke detector is operating as expected. Or follow the manufacturers' user manual.
1.3	If no beeping sound, replace Carbon monoxide detector. Follow user manual to replace Carbon monoxide detector





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### Common Failure & Troubleshooting

Failure	Troubleshooting
No beeping sound during test	Replace carbon monoxide detector
LED light not showing	Replace carbon monoxide detector
Date expired	Replace carbon monoxide detector

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**End of Maintenance Procedure**

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### Test/Inspect Motion Detector

Asset Category: Electrical

Asset Criticality: Health & Safety. Regular maintenance is essential.

<b>Scope</b>	General maintenance procedure to test/inspect Motion Detector where no specific manual available.
<b>Precautions</b>	<ul style="list-style-type: none"> <li>Review manufacturers' manual for work and safety requirements</li> <li>Complete hazard / risk assessment prior to any maintenance / inspection / testing work</li> </ul> <p>Note: Do not use any chair with wheels</p>
<b>Tool Required</b>	<ul style="list-style-type: none"> <li>Step ladder or high chair</li> <li>Use proper PPE (e.g. Safety Glass &amp; Gloves)</li> </ul>

#### Maintenance / Inspection / Testing Steps

Step	Action
1.1	Walk through motion detector area it should activate to work or follow the manufacturer user manual Or The LED is not lighting.
1.2	Replace the battery and if the motion detector is not working then replace it. Follow manufacturer user manual to replace.
1.3	May need step ladder or high chair to reach motion detector. Ensure ladder is sitting on leveled surface and placed firmly. If the ceiling height is higher, ensure a second person is holding the ladder.



### Common Failure & Troubleshooting

Failure	Troubleshooting
Not sensing motion	Check LED
LED light not working	Replace battery
Motion detector is not working	Replace motion detector

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### End of Maintenance Procedure

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### Test/Inspect Electrical System (Number 2 source of damage to property which can destroy the property)

Asset Category: Electrical

Asset Criticality: Critical asset. Regular maintenance is essential.

<b>Scope</b>	General maintenance procedure to test/inspect Electrical System where no specific manual available.
<b>Precautions</b>	<ul style="list-style-type: none"> <li>Review manufacturers' manual for work and safety requirements</li> <li>Complete hazard / risk assessment prior to any maintenance / inspection / testing work</li> </ul>



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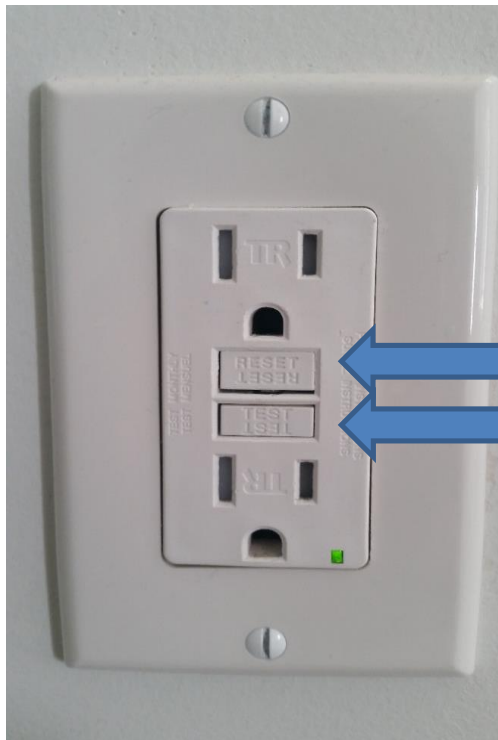
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### Tool Required

- Screw drivers
- Multimeter/voltage tester
- Plier
- Long nose plier
- Wire cutter and splicer
- Use proper PPE (e.g. safety glass & gloves)

### Maintenance / Inspection / Testing Steps

Step	Action
1.1	Check updated list of circuit breakers connection which is attached to electric main panel and capacity of main breaker
1.2	Check for any loose or open electric wire beside the main panel
1.3	Check the wires are properly arranged and tied
1.4	Test all electric OFF/ON switches are working properly for the building
1.5	Test all receptacles including stove and dryer are working properly for the building. This test can be done easily with a table lamp or an electrical extension cord that has light on
1.6	Test all ground fault interrupt circuit (GFIC) of the building with the buttons on it. Generally GFIC is available in washroom, near the main panel and outside the electric receptacle
1.7	Recommended to call certified professional



Reset Button

Test Button



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### Common Failure & Troubleshooting

Failure	Troubleshooting
Light is not ON	Bulb is fused, or respective ON/OFF switch is faulty
Receptacle is not working	Receptacle faulty, loose wire connection, disconnect wire or circuit breaker trip to main panel. Need to replace faulty receptacle, tight, reconnect wire or reset circuit breaker
Washroom light, tub motor, outside power is not working	Respective GFIC or circuit breaker trip. Need to reset or turn ON
During use of any equipment such as MW, heater, vacuum cleaner etc the power is OFF	Respective circuit breaker is trip due to overload. Need to reset the circuit breaker
Spark to a connection and trip breaker	Repair faulty connection and reset breaker

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**End of Maintenance Procedure**

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