

Quarterly Site Inspections Checklist

SITE INSPECTION

- The site fence is in good repair and secure.
 - All the fence gates are securely locked.
 - All the fence padlocks are easy to operate (or sprayed with a Best Lock Co. approved lubricant.)
 - The fences around building and anchor points are in good condition.
 - The warning signs on the fence are in place and in good condition.
 - Check area within fence area for new vegetation growing and pull if necessary.
 - Pick up other debris that may have gotten inside the fenced area.
 - Spread herbicide in the spring of the year and repeat later if regrowth develops.
 - Proper posting of tower registration number, if required.
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BUILDING INSPECTION

- Ensure the door lock is secure and latched properly.
 - Ensure the door padlock is easy to operate. (If not, use approved lubricant.)
 - Exterior of building appears sound, no punctures from bullets, hardware not rusted, etc.
 - Ensure the interior of the building is free of any apparent roof leaks.
 - Inspect top of building for ice punctures, dried seam sealer, any apparent leaking.
 - Building appears to be level and not stressed by foundation settling.
 - Change any light bulbs that have gone out.
 - Interior of building clean and free of dirt, mouse droppings and debris.
 - Building temperature control OK.
 - Make sure the air filters are clean, with good air flow.
 - Ensure all cable entrances are tight and leak-proofed.
 - Make a list of supplies you need to buy and bring on your next trip.
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TRANSMISSION SYSTEM

- Check and log each transmitter reading. Note any that are unusual.
 - Check the PA temperature rise, especially on FM transmitters.
 - Check the auxiliary transmitter and dummy load, if available.
 - Check any RF filters for proper operating temperature.
 - Check any RPU or other gear for normal operation.
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TOWER STRUCTURE

- Check to see the tower(s) straight in appearance, no twisting, sway, etc.
 - Check to see if all guy wires appear properly tensioned with respect to each other.
 - Check to see the grounding connections in place, clean and tight.
 - Check to see if the tower paint condition appears to be good with a good color contrast between bands.
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ANCHOR POINTS

- Check to see the anchor sites are free of vegetation and debris.
 - Check to see the turnbuckles are cabled to prevent turning.
 - Check to see the all the bolts and nuts are secure.
 - Check to see that all the hardware is free of rust. (If not, clean and spray with cold galvanizing.)
 - Check to see the ground connection is in place and tight.
 - Check to see if the anchor is starting to corrode or rust just below ground level.
 - Check to see that the antennas and radomes appear OK.
 - Check to see that all cables, coax and waveguides are fastened tightly to the tower.
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TOWER LIGHTS

- Ensure the tower lights come on when photocell detector is covered.
 - Check to see that all sidelights are on.
 - Check to see that both lamps of the top beacon are flashing.
 - Check that the flash rate and duration is within specifications.
 - Ensure all lamps are free of any white light (indicating no cracked glass or filters).
 - Ensure the conduit breather is in place and free of obstructions.
 - Check the lighting controller:
 - Check door operation (and spray WD-40 to loosen as necessary).
 - Ensure the controller is free of dirt, moisture & corrosion.
 - Check to see that all connections are tight to the touch.
 - Check to see that the photocell is pointing to the North and correctly positioned vertically.
 - Check the remote control system calibration for a low reading of 40 and the high reading;
 - Document remote control readings for future reference. (Note: Calibrate only when all lamps are working.)
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UPON LEAVING SITE

- Place all equipment back to its normal operating condition.
 - Place the transmitter in "remote" mode.
 - Place the remote control in "remote" mode.
 - Ensure the Fax machine cabling (if you have one) is in its normal state.
 - Ensure the air conditioner is on.
 - Place all other switches you may have used during testing back to the normal position.
 - Leave log entries and/or copies for future reference.
 - Securely latch the door.
 - Lock the door padlock and check to make sure it is closed.
 - Lock the fence padlocks and check to make sure they are closed.
 - Lock the main gate padlock and check to make sure it is closed.
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