Preventive Maintenance Procedures

Cupertino 469

Cupertino Office of Emergency Service

8 January 2020

Table of Contents

1   Preventive Maintenance Introduction

(To be filled in later)

Notes
(1)   Requires at least two people
(2)   May be done as part of a deployment but needs to be logged.

5   Annual PM

Prerequisites: none

VEHICLE SYSTEMS

_____   1.   Perform full inventory.

_____   2.   Change cabin filter.

_____   3.   Service Center vehicle maintenance.

_____   4.   Service Center generator maintenance.

COMPUTER SYSTEMS

RADIO SYSTEMS

Prerequisites: Weekly PM complete
Monthly PM complete
All AC, DC, DC Rack Breakers are on.

VEHICLE SYSTEMS

_____   1. Verify proper mast operation with full extension (2)

_____   2. Use mast manual valve to purge moisture.

_____   3. Test van leveling (2)

_____   4. Verify operation of mast and leveler cab alarms.

_____   5. Partial inventory (maps, radio accessories, etc.).

COMPUTER SYSTEMS

_____   6. Test network, computers and phones.

RADIO SYSTEMS

_____   7. Satellite Phone test

_____   8. Cross-band battery pack; Put pack on the charger and top off the charge.

_____   9. DOC Battery pack; Put pack on the charger and top off the charge.

_____   10. CUSD Battery pack; Put pack on the charger and top off the charge.

_____   11. Yaesu FT-60 battery packs, Qty 2. Put radios on the charger and top off the charge.

ADMIN

_____   12. Check position binders

_____   13. Verify supply of forms

Prerequisites: All AC, DC Breakers are on.

VEHICLE SYSTEMS

_____   1. Check fuel level – refill if less than ¾ of a tank.

_____   2. Run generator for at least 15 minutes with shore power disconnected.

_____   3. Verify that overhead lights work while off of shore power.

COMPUTER SYSTEMS

RADIO SYSTEMS

Prerequisites: Weekly PM complete
　　　　　　　 All AC, DC, DC Rack Breakers are on.
NOTE: Start Computer Systems test first; updates may take time.

VEHICLE SYSTEMS

_____   1. Check all lights
- Headlights
- Turn Signals
- Brake lights
- Clearance lights
- Backup lights
- Exterior lighting (left, right, rear)
- Interior lights
- Mast light
- Spotlight in mast compartment
- Compartment lights

_____   2. Test traffic advisor in all modes

_____   3. Check operation and aiming of back up camera

_____   4. Do visual inspection of exterior of van

_____   5. Check mast oil level, and fill if needed

_____   6. Road test of at least 30 minutes (include some freeway time) (1) (2)

_____   7. Wash van as needed.

COMPUTER SYSTEMS

_____   8. Power up all PCs. Log in to each PC. Check for network connectivity.

_____   9. Check for system updates; apply as required. For each PC:
   a. Start > Settings > Update&Security > Windows Update
   b. If it is not already running, select "Check for Updates"
   c. Reboot when done, and check for additional updates

RADIO SYSTEMS

_____   10. Install Mast Antennas for this test. Kenwood TM-V71 radio test; all positions. (1) (2)

_____   11. Packet Radio system test; perform a round-trip message to W1XSC.

_____   12. County EOC-to-EOC radio test

_____   13. City Trunk Radio System, Position 4 test; call Cupertino 2 for the radio test (Service Center Office).

_____   14. City Trunk Radio System, HT test; Qty 2. Include battery check; replace AAs as necessary.

_____   15. Cupertino Union School District (CUSD) radio test [1] (charge quarterly).

_____   16. City Cell Phone test. Put cell phone on the charger and top off the charge.

_____   17. Yaesu FT-60 radio test, Qty 2. (charge quarterly).

NOTES:
(1) Cupertino Union School District (CUSD).
To set up the test, contact Donna Bills, 408-252-3000 x61341.
She is always monitoring the CUSD *Emergency* Talk group.
Exchange: "Cupertino Union School District, this is Cupertino OES, Radio check." She responds. Give her a signal report: such as: "Loud and clear"