

# Field Service Report Form

Email: service@800pwrsvrvc.com, 24 hr Hotline: (800) 797-7782

<b>SERIAL NUMBER:</b>	<b>MODEL NUMBER:</b>	<b>SERVICE DATE:</b>
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Serial number can be located either on the equipment or inside the cabinet.

<b>Customer Name:</b>		<b>Company Name:</b>	
<b>Address:</b>	<b>Floor/Room:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	
<b>Phone:</b>	<b>Cell:</b>	<b>Fax:</b>	<b>Email:</b>

<b>Technician Name:</b>		<b>Company Name:</b>	
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	
<b>Phone:</b>	<b>Cell:</b>	<b>Fax:</b>	<b>Email:</b>

<b>Service Type:</b>	Turn On	Maintenance	Repair	Evaluation	Other:	
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Visual Inspection and Environmental Conditions					
<b>Air Flow:</b>	Temperature Controlled	Not Temperature Controlled	Approx. Temp:	C°:	F°:
<b>Conduit Connection</b>	Knockouts used	Holes Drilled	Is unit clean (free of dust / dirt):	Yes	No
<b>Notes:</b>					

<b>Clearance:</b>	Front Side:		Back Side:		Left Side:		Right Side:		Top Side:	
<b>Notes:</b>										

Load Verification and Unit Turn-On				
Are the load circuits tested and ready for power up, and put onto the inverter?			Yes	No
Has training been performed and trainees certified?			Yes	No
<b>Battery Quantity:</b>		<b>Battery Current:</b>		<b>DC Bus:</b>
<b>Battery Voltage:</b>		<b>Battery Strings:</b>		<b>Battery Diagram #:</b>

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## Name Plate Verification and Measurements

**Nameplate Example:**

UPS CABINET  
 SERIAL NO: #####  
 MODEL NO: #####  
 RATING: 8 KVA PF: 0.9  
 FREQUENCY: 60 HZ 1 PHASE  
 INPUT VOLTAGE: 120 AC VOLTS  
 INPUT CURRENT: 33.3 AMPS  
 OUTPUT VOLTAGE: 12 VOLTS  
 OUTPUT CURRENT: 86.7 AMPS  
 BATTERY VOLTS: 192 VDC  
 BATTERY CURRENT: 26 AMPS MAX  
 BACK-UP TIME: 30 MIN @ 8 KW  
 BATTERY QTY: 1 X 16 12VDC EACH  
 BATTERY PIN: 2050-446  
 MFD DATE: 09/20/2019  
 DWG NO: 6005-372

Rating  
Phase  
Input Voltage  
Input Current  
Output Voltage  
Output Current

Nameplate Information is located inside the interior door panel of the unit. Please use this information to complete the information below. Only provide measurement information according to the models frequency (1 phase or 3 phase).

Nameplate Information		MEASURED Single Phase	L1-N	L1-L2	L2-N
Rating:					
Input V:		Input Voltage:			
Input A:		Input Current:			
Output V:		Output Voltage:			
Output A:		Output Current:			

Nameplate Information		MEASURED Three Phase	A-B	B-C	C-A	A-N	B-N	C-N
Rating:								
Input V:		Input Voltage:						
Input A:		Input Current:						
Output V:		Output Voltage:						
Output A:		Output Current:						

Verification of Maintenance Bypass Switch Operation				
Switch in Manual	Does screen display fourth line "On Bypass" message?	Yes	No	N/A
Switch in Auto	Does screen display "UPS Normal Charger On" message?		Yes	No

Verification of Battery Operation (Inverter Test Switch)			
Switch Press	Does screen display "UPS Alarm, Charger Off" message?	Yes	No
Switch Released	Does screen display "UPS Normal, Charger On" message?	Yes	No

Required Follow-Up					
Service Follow-Up?	Yes	No	Customer Follow-Up?	Yes	No
Notes:			Notes:		

(Please Contact Power Service BEFORE adding ANY additional load.)

Will customer be <b>ADDING</b> additional load to unit output after startup?	Yes	No
If yes, how many Watts and what is the estimated date of adding load?	WATTS:	Estimated Date:
Is the Unit fully operational?	Yes	No
If "No", Notes :		

Tech Name:		On-Site Customer Rep Name:	
Tech Signature:		On-Site Customer Rep Signature:	
		Email:	Phone:
Date:		Date:	

After completing this form, please email it to Field Service Department and leave a copy with the FRU Kit Box (if applicable) and provide the customer with a copy (when requested).