



OPUS Maintenance Schedule

Client MPG Constructions Queensland Pty Ltd

Project OPUS 14-16 Chelsea Ave Broadbeach

Maintenance Required	Method of Maintenance	Responsibility	Maintenance Period
Emergency and Exit Lighting	Testing Requirements per AS 2293.2		
	Visual Inspection of Equipment	Building Manager	Once every 30 days
	90 Minute illumination and battery test under battery-backup power.	Maco Electrics	Once every 6 months
	Written records of visual inspections and tests to be kept for inspection by the Authority having jurisdiction		
Switchboards and Meter Panels	Testing and Maintenance in accordance with AS/NZ 3019:2007	Maco Electrics	Once every 12 months
	Check switchboard for correct operation		
	Check switchboard & its components for excessive heat discolouration, noise & vibration		
	Check temperature of board components & connections using infrared thermal gun		
	Test operation of indicator lamps		
	Repair any hot joints & or report any significantly high temperatures found during scan		
	Check condition of the escutcheon cubicle		
	Replace faulty lamps as required		
	Check all switches are set to Auto		
	Investigate with Building Manager any switches found on manual		
Residual Current Device Safety Switch	Service Residual Current Devices as per AS/NZS3190	Maco Electrics	Once every 6 months
	Check condition & operation of RCD's		
	Report RCD's that do not meet test requirement		
	Perform self-diagnostic test (where applicable)		
	Measure & record speed of operation		
Light Fittings	Update logbooks & complete service sheets	Building Manager	Once every 30 days
	Visual Inspection of Equipment		
	Look for exposed or loose wiring (frayed wiring is itself a <i>fire hazard</i> and loose wiring can be accidentally snagged and lead to further damage). Any loose or exposed wiring should be secured		
	Is the unit securely mounted to the wall or ceiling? If not, this could easily lead to further damage		
Unit Smoke Alarms	Look for cracks or blemishes in the housing. These could be considered cosmetic, but outdoor units with cracks may need to be replaced because of water seepage issues	Tennant	Once every 12 months
	Battery to be replaced as per QFES Recommendation		
CCTV	Ensure Firmwear is updated if connected to internet	Building Manager	Monthly

NB: SPL Security Solutions Pty Ltd recommend that CCTV, Access Control, MATV & Residential Intercoms require preventative and regular maintenance in 3 monthly increments. Please contact SPL to discuss Maintenance Agreements