



BMS Head-End / Supervisor Workstation Maintenance Checklist

10 planned preventive maintenance tasks · Free PDF from PM Assist

A practical starting point for planned preventive maintenance. Always refer to the manufacturer's O&M manual and site-specific requirements.

Visual Checks

- ☐ Verify graphics match the installed plant and read live, correct values

Functional Checks

- ☐ Review active and standing alarms — investigate, action, or rationalise
- ☐ Check trend logs are recording correctly with no gaps or stuck points
- ☐ Confirm time synchronisation across the head-end and controllers
- ☐ Check schedules and setpoints reflect current occupancy and seasons
- ☐ Apply OS and BMS software updates and security patches per policy
- ☐ Confirm network communications to all controllers are healthy

Record Keeping

- ☐ Confirm a current, tested backup of the BMS database and configuration exists
- ☐ Review user accounts and access levels, removing leavers
- ☐ Record backups, software versions, alarm review, and changes in the log

Maintenance Frequency

Monthly

- Verify backup completed
- Review active alarms
- Spot-check trends and graphics

Quarterly

- Rationalise standing alarms
- Review schedules and setpoints
- Check user accounts and time sync

Annually

- Full database backup and restore test
- Software/security update review
- Graphics and point audit
- Network health review