



Building Management System (BMS) Panel Maintenance Checklist

12 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

- ☐ Inspect the panel enclosure for physical damage, water ingress, or overheating
- ☐ Check power supply and backup battery condition
- ☐ Inspect wiring, terminal connections, and cable glands
- ☐ Ensure panel is labelled with circuit/system identification

Functional Checks

- ☐ Check the controller is online and communicating with the head end
- ☐ Verify all connected sensors are reading correctly (compare with hand-held reference)
- ☐ Review active alarms and ensure they are appropriate — clear stale alarms
- ☐ Check all output signals are driving plant correctly (valves, dampers, fans)
- ☐ Verify time schedules and setpoints match the current building requirements
- ☐ Verify network communication LEDs indicate normal data traffic
- ☐ Review trending data for anomalies or gradual drift

Record Keeping

- ☐ Record sensor calibration results, alarm status, and any parameter changes

Maintenance Frequency

Monthly

- Check controller communication status
- Review active alarms
- Verify schedules and setpoints

Quarterly

- Spot-check sensor accuracy
- Review trending data for anomalies

Annually

- Full sensor calibration check
- Panel physical inspection
- Battery replacement if applicable
- Review control strategies against current requirements