



# BMS Field Sensor (Temperature / Pressure / CO2) Maintenance Checklist

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

## Visual Checks

- ☐ Check temperature sensors are well sited — not in draughts, sun, or dead air
- ☐ Inspect sensor wiring, terminations, and screening for integrity
- ☐ Check averaging/duct sensors are fully and correctly installed

## Functional Checks

- ☐ Compare each sensor reading against a calibrated reference instrument
- ☐ Verify pressure/DP sensors read correctly and tappings are clear
- ☐ Confirm CO2 and humidity sensors are within calibration and not contaminated
- ☐ Check valve/damper position feedback matches the actual position
- ☐ Recalibrate or replace sensors reading outside acceptable tolerance
- ☐ Confirm immersion sensors have pockets filled with conductive paste/oil

## Record Keeping

- ☐ Record readings, references, calibration, and replacements in the log

## Maintenance Frequency

### Quarterly

- Spot-check key sensors against a reference
- Inspect siting and wiring
- Check position feedback

### Annually

- Full calibration check of control sensors
- Recalibrate/replace drifted sensors
- Verify CO2/humidity sensors
- Update calibration records