



# Electricity Sub-Meter 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

- ☐ Inspect terminations, CT leads, and the meter for security and damage
- ☐ Confirm meter mapping matches the metering schedule and distribution boards

## Functional Checks

- ☐ Reconcile a manual meter reading against the BMS/aMR logged value
- ☐ Confirm the configured CT ratio matches the installed current transformers
- ☐ Check CTs are installed the correct way round and on the right phases
- ☐ Verify the pulse/Modbus/BACnet output reports correct, incrementing data
- ☐ Check the meter reads near zero when the metered load is off
- ☐ Reconcile sub-meter totals against the parent/incoming meter

## Record Keeping

- ☐ Confirm MID compliance where the meter is used for tenant billing
- ☐ Record readings, CT settings, and reconciliation in the metering log

## Maintenance Frequency

### Monthly

- Reconcile manual vs logged reading
- Reconcile sub-meters vs parent
- Review consumption trend

### Annually

- Verify CT ratios and orientation
- Confirm MID status for billing meters
- Check comms/pulse integrity
- Audit meter mapping