



Lighting Control Panel 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

- ☐ Check relay contacts for signs of burning, pitting, or sticking
- ☐ Inspect wiring and terminal connections for tightness

Functional Checks

- ☐ Verify time schedules are correct and match building operating hours
- ☐ Check all lighting zones switch on and off at the programmed times
- ☐ Test occupancy sensors respond correctly (occupied and unoccupied timeouts)
- ☐ Verify daylight dimming sensors are calibrated and operational
- ☐ Test manual override switches on each zone
- ☐ Check the panel clock and battery backup are maintaining time

Safety Checks

- ☐ Verify the emergency lighting interface operates correctly

Record Keeping

- ☐ Record schedule settings, sensor positions, and any faults

Maintenance Frequency

Quarterly

- Verify schedules and time settings
- Test override switches
- Check sensor operation

Annually

- Full panel inspection
- Relay contact check
- Sensor calibration
- Emergency lighting interface test