

## WXXX Maintenance checklist

### Weekly Maintenance:

1. Visit site, Check following:
  - A. Check critical transmitter values against last logged value
  - B. Check forward/reflected power on main transmitter
  - C. Check and reset any overloads
  - D. Check the STL signal strength against last logged value
  - E. Check generator fuel level
  - F. General check of building, look in all rooms, inspect for damage from vandalism, Leaking roofs, obvious signs of trouble, take steps to correct.

### Monthly Maintenance:

1. Visit site, Check following:
  - A. Do a full multi-meter log, run backup transmitter into dummy load.
  - B. Check line pressure, Check tank pressure and/or desiccant for water
  - C. Start and run generator for 5 minutes, check block heater, hoses, belts, oil and antifreeze levels
  - D. Calibrate remote control meters with transmitter meters, log it
  - E. Complete Items C, D, and E under weekly maintenance.
  - F. During summer months, be sure the vegetation is cut around building and tower.

### Quarterly Maintenance:

1. Visit site, Check following:
  - A. Complete A thru G under monthly maintenance.
  - B. Check all air filters, clean or replace as needed.
  - C. Check frequencies of all exciters, STL receivers, TSL transmitters and log.
  - D. Complete quarterly tower lighting and painting inspection

### Bi-yearly Maintenance:

1. Visit site, Check Following:
  - A. Complete A thru D under quarterly maintenance.
  - B. Clean backup transmitter
  - C. Place backup transmitter on air and clean main transmitter.

### Yearly Maintenance:

1. Check all licenses and authorizations for accuracy.
2. Visit site, Check following
  - A. Complete A thru C under Bi-yearly maintenance
  - B. Complete service of generator
  - C. Complete Inspection of tower and antennas, check concrete tower bases, check property for anything out of the ordinary
  - D. Repair driveway as needed

General maintenance that is completed on an as needed basis:

1. Tube changes on main/backup transmitter
2. Re-fill fuel generator fuel tank when drops below 1/2
3. Empty trash, sweep floors, dust.
4. Paint exterior of building
5. Replace tower lights
6. Paint towers