

Building Automation Maintenance Checklist for RIB® Relays and Power Controls

Daily and Weekly Maintenance Tasks

Monitor systems. Check BAS dashboards for alerts, unusual readings, or communication errors.

Visually inspect. Look for obvious issues (loose wires, damaged devices, tripped breakers).

Check device functionality. Verify occupancy sensors, thermostats, and relays respond properly.

Verify backup. Confirm system backups are running correctly.

Monthly Maintenance Tasks

Clean and remove dust. Wipe down control panels, sensors, and relay enclosures.

Check power sources. Inspect backup batteries, power supplies, and voltage consistency.

Review calibration. Spot-check sensor accuracy (temperature, humidity, CO₂).

Update firmware/software. Ensure controllers and hardware run the latest updates.

Quarterly Maintenance Tasks

Test critical systems. Ensure all HVAC controls, lighting automation, and emergency systems are working properly and according to automation rules.

Check integrity of connections. Inspect wiring terminations, tighten loose connections, and check relay contacts.

Review data trends. Analyze performance data for efficiency issues or early signs of hardware failure.

Verify redundancy systems. Test failover systems, uninterruptible power supplies (UPS), or backup controllers.

Annual Maintenance Tasks

Perform a comprehensive system audit, including a full review of automation hardware, software, and integrations.

Professionally calibrate sensors and complete necessary compliance testing.

Evaluate components that are getting old and plan replacements before failure.

Assess energy savings from automation and complete a cost analysis. Identify upgrade opportunities.