


## CMAC Inspection/Maintenance Log

<b>Opti Facility</b>	
<b>Inspected By:</b>	
<b>Date and Time:</b>	
<b>Weather:</b>	

**Recommended:** bring the list of tools found in [Inspections Tool Kit.pdf](#) to perform maintenance and repairs as needed. **Contact Opti Support ([support@optirtc.com](mailto:support@optirtc.com) or 1-844-678-4782 ext. 2) during inspection as indicated below** or if major repairs are necessary. Component and site photos are required for a complete inspection.

**Weather Forecast check for the day of the inspection:**  
Check if any rainfall is expected and report on safety concerns.

### Control Panel:

Checklist Item	Result
Inspect interior of Opti Control Panel for water intrusion or pest infestation	
Inspect all exposed conduit for damage or loose connections. Repair if necessary.	
Replace Thunder coin cell battery - <b>plus side out</b> . Battery type: CR1220s (found at Home Depot).  Example:	

Comments / Notes:



**Water Level Sensor:**

*Note: if the site is dry during the maintenance visit, you will need a bucket of water to conduct the Pressure test*

Checklist Item	Result
Winterization / dewaterization?	Yes / No
Clean sensor and stilling well	
Water level measurement ( <b>if water is present</b> )	Survey point (e.g. top of OCS or weir wall): Distance to water (in): Time of measurement:
Sensor test ( <b>if site is dry - Use "bucket test" for sensor calibration</b> )	Make sure the bucket is level. Measure the depth of water in the bucket. Place the sensor in a bucket for 10 minutes.  Measurement 1 - Depth: Measurement 1 Start - Date / Time: Measurement 1 Finish - Date / Time:  <b>After returning sensor to stilling well:</b> Survey point (e.g. top of OCS or weir wall): Distance from survey point to sensor location (in):
Junction box watertight / dry?	Y / N
Bellows dry?	Y / N



Comments / Notes:

**Valve / Actuator:**

Contact Opti Support ([support@optirtc.com](mailto:support@optirtc.com) or 1-844-678-4782 Ext. 2) during inspection

Checklist Item	Result
Clear trash rack of debris	
<u>Local</u> calibration check: Set to 0% and 100% open from Opti Panel; <b>verify with Opti support</b>	Valve closed position (from screen):  Valve open position (from screen):
<u>Remote</u> calibration check: <b>Opti</b> sets to 0% and 100% open from Opti Portal; <b>verify target valve positions</b>	Valve closed position (from screen):  Valve open position (from screen):
Close Limits set on Actuator	
Fail Safe set on Actuator	
Torque set on Actuator	
If line power: Cut power to actuator (battery backup testing via panel breakers)	Valve position:



Comments / Notes:

*If actuator is for a gate, replace valve / actuator with the following:*

**Gate / Actuator:**

*Contact Opti Support ([support@optirtc.com](mailto:support@optirtc.com) or 1-844-678-4782) during inspection*

Checklist Item	Result
Clear trash rack of debris	
<u>Local</u> calibration check: Set to 0% and 100% open from Opti Panel; <b>verify with Opti support</b>	Gate closed position (from screen): Gate open position (from screen):
<u>Remote</u> calibration check: <b>Opti</b> sets to 0% and 100% open from Opti Portal; <b>verify target gate positions</b>	Gate closed position (from screen): Gate open position (from screen):
If line power: Cut power to actuator (battery backup testing)	Gate position:
Inspect gate stem  (If yes on any, contact <a href="mailto:support@optirtc.com">support@optirtc.com</a> )	Signs of misalignment? Y / N  Bronze dust / shavings? Y / N  Signs of damage? Y / N
Lubricate gate stem	
Clean gate stem <b>(DO NOT USE</b> steel bristles or	



hand grinder)	
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Comments / Notes:
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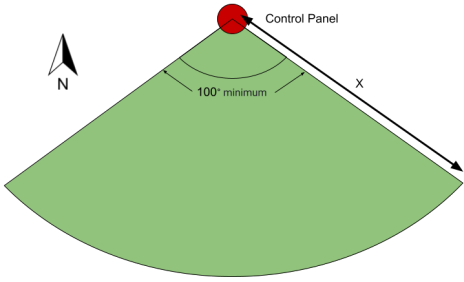
**Rain Gauge** (if applicable):

Contact Opti Support ([support@optirtc.com](mailto:support@optirtc.com) or 1-844-678-4782) during inspection

Inspect rain gauge for debris, obstructions, and corrosion. Clear debris and obstructions as needed.	
Inspect the wire that runs from rain gauge to control panel	
Ensure rain gauge wires are connected to the right terminals in the control panel (16, 20)	
<b>Call Opti Support and test if the rain gauge is working as expected</b> by simulating a precipitation event by pouring small amounts of water into the rain gauge to verify data is reported on the Opti dashboard.	
Davis Rain Gauge : Open funnel by twisting anticlockwise and ensure there is no algae build up on the exit at the bottom of the rain gauge	

Comments/ Notes:

**Solar Kit** (if applicable):

Checklist Item	Result
Wipe solar panels with cotton cloth	
Check battery charge with multimeter (should be equal)	Battery 1 Voltage: Battery 2 Voltage:
Remove any vegetation directly blocking the solar panel.	Note tree canopy coverage and inform Opti/Site if significant blockage shading solar panels.
Panels ideally have at least 100' of open horizontal space and 75' vertical space as shown below  	Estimated open horizontal space (ft):  Estimated open vertical space (ft):  *photo document if space requirements not met
Direction solar panel is facing	



OptiRTC Maintenance and Inspection Log

Approx. angle of solar panel	
Confirm DIP Switch position on charge controller	Expected: 1-7 DOWN, 8 UP Actual:

Comments / Notes:
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**Inspection Completion Checklist:**

The following procedures should be completed prior to leaving the site. Where they are not completed, please explain what conditions were preventing them from being accomplished.

Checklist Item	Result
<b>Leave the actuator and control panel in remote control mode.</b>	
Ensure all breakers are in the "ON" position.	
Close all panel doors and junction boxes, double checking seals where necessary, and locked when appropriate.	
Photo documentation of hardware and general field conditions taken	<i>Submit to Opti</i>

Completed By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_