



AC Power LLC • 915 Broadway, Suite 801 • New York NY 10010
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Typical

**Operations & Maintenance Plan
and Inspection Schedule for a Solar
Energy Facility**



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Visual-Mechanical Checklist for Annual Preventative Maintenance & Emergency Response Plan

1. Monitoring System Data Review (if applicable)

- 1.1. Review and/or modify fault and performance alarms, thresholds, and notifications.
- 1.2. Review activated alarms and provide feedback as necessary for further action.

Completed 1x per year

2. General Site Inspection

- 2.1. Verify safety and Identification labeling is present and legible.
- 2.2. Inspect site access/egress locations are free of obstructions and hazards.
- 2.3. Security means and installation methods (Surveillance equipment inspection not included).
- 2.4. Equipment access lanes are free of obstructions and hazards.
- 2.5. Inspect for changes of environmental conditions such as nearby construction activity, agricultural activities, bird migrations, water table changes, acts of vandalism, and shading.

Completed 1x per year

3. Mechanical System Inspection – (Racking, Modules)

- 3.1. Racking structures visual and mechanical inspection.
- 3.2. Mechanical inspection 2% of Module-to-racking attachments for torque specification.
- 3.3. Module visual inspection.
- 3.4. Foundations, driven piers, mechanical attachments, and earth screw visual inspection.
- 3.5. Equipment Grounding Conductor electrical continuity inspection.
- 3.6. Equipment bonding to ground electrical continuity inspection.

Completed 1x per year

4. DC & AC Electrical System Inspection - (DC Collection Panels, AC Collection Panels, Safety Disconnect Switches)

- 4.1. Verify safety and Identification labeling is present and legible.
- 4.2. Enclosure mounting, gaskets, interior, and exterior visual inspection Equipment.
- 4.3. Grounding and bonding inspection.
- 4.4. Terminations (conductors) thermography scanning.
- 4.5. Visual inspection of conductor termination torque markings.
- 4.6. Fuse and breaker thermography scanning.
- 4.7. Visual inspection of conduits, fittings, junctions/splice boxes, and enclosures.

Completed 1x per year

5. Inverter Inspection

- 5.1. Verify safety and Identification labeling is present and legible.
- 5.2. Enclosure mounting, gaskets, interior, and exterior visual inspection.



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- 5.3. Grounding and bonding inspection.
- 5.4. Inverter operation verification.
- 5.5. Thermography scanning of terminations, fuses, breakers, and electronics.
- 5.6. Vacuum clean interior.
- 5.7. Per manufacturer's recommendations, clean air intake/exhaust screens, fans, and filters.
- 5.8. Supply and install new inverter filters per manufacturer's requirements.
- 5.9. Complete all other manufacturer specific maintenance procedures not listed above.

Completed 1x per year

6. Stormwater Management System Inspection – (Drainage swales, Pervious Areas)

- 6.1 Drainage swale visual inspection.
- 6.2 Pervious area inspection within the array area, around perimeter and at edge of wetland buffer areas.
- 6.3 Stormwater management/sedimentation basin inspection.
- 6.4 Catch basin inspection – contact Town Department of Public Works, as needed, to arrange maintenance and repair of catch basins (if applicable)

Completed 2-4x per year

7. Data Acquisition System Inspection (if applicable)

- 7.1. Verify safety and Identification labeling is present and legible.
- 7.2. Battery health inspection (when applicable).
- 7.3. Meteorological data sensor cleaning, positioning, and operation.
- 7.4. Inverter communication (when applicable).

Completed 1x per year

8. Reporting

- 8.1. Provide digital commissioning report including results from all steps with responses noting Pass, Values, or Failure with explanation.
- 8.2. Photo report of deficiencies.
- 8.3. NABCEP PV Installation professional to review reports for completeness.

Completed 1x per year

Corrective Repairs

Repairs found by the O&M provider during inspection visits deemed readily repairable will be promptly attended to in the following steps:

- O&M provider will request Operator permission to execute work
- Upon approval, O&M provider will complete repairs and send work order report to Operator within two business days of completion



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Emergency Response Plan

In case of an on-site emergency that calls for the immediate shutdown of the Solar Energy Facility, please follow the below procedure, as follows:

1. In the event of a fire or an emergency requiring emergency services, Call 911 immediately
2. Open AC Disconnects at the service location to de-energize AC power to the site.
3. Call Owner/Operator O&M

Contacting Owner/Operator O&M

• Tier 1 Communications

- Contact the Owner/Operator Field Operations Office

- Direct Phone Line: _____
- Email: _____

• Tier 2 Communications – If you do not get an immediate response from Tier 1 contacts please contact the following:

- Contact Owner/Operator Escalation

- Direct Phone Line: _____
- Email: _____

• Tier 3 Communications – If you do not get an immediate response from Tier 2 please contact the following:

- Insert Contact – Manager of Field Operations

- Direct Phone Line: _____
- Email: _____



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Mowing

Annual mowing (schedule to be determined by Owner/Operator) of the grasses within the array area of the Solar Energy Facility shall be performed to assist in keeping unwanted vegetation (e.g., woody species or noxious weeds) from becoming established on the site and within the Lease Area. In the event that despite annual mowing, noxious weeds or other undesirable vegetation are observed on the vegetative cover within the Lease Area, such unwanted vegetation will either be removed by hand with appropriate hand tools or will be controlled through use of an acceptable herbicide. Mowing will be coordinated with landowner and performed during the growing season. Mowing should be at a height of six to ten inches (Ideally, eight inches).

Repairs to the Vegetative Cover Layer

Condition-based maintenance will be performed in response to any detrimental condition identified during inspections. Repairs to the vegetative cover will be performed in a manner consistent with the original vegetative cover layer construction procedures. Clean fill, brought in from off-site, will be placed in loose lifts of 6 to 8 inches and compacted to re-establish grade to appropriate elevations, as necessary. Placement and compaction of vegetative cover layer soil lifts will be performed using low ground pressure equipment or wheeled construction equipment.

If it is suspected that rodents are threatening the integrity of the vegetative cover layer or the final cover, a licensed pest control professional will be contracted to perform the necessary removal services. Animal burrows will be repaired by filling the holes with approved soil and reseeded, as necessary.

Reseeding of the vegetative cover layer will be performed as needed. Reseeding may be necessary if surface erosion has occurred or in the event that weed pulling has caused the death or sparseness of the existing vegetation. The reseeding efforts should be consistent with the original vegetative cover installation procedures.