

BDR Station Audit for

Date	Equipment	Model	Install date	Last Maintenance	Condition	Additional Notes
Studio	Microphone					
	Mic processor					
	Mic Arm					
	Console					
	Profanity Delay					
	Speakers					check fans, RAM levels, and software
	Computer					
	Monitor					
	UPS					Last battery change
	Signal ground					

Production Room

Microphone						
Mic processor						
Mic Arm						
Console						
Computer						
Monitor						
UPS						Last battery change
Signal ground						

Program Chain

Codecs						
audio processors						
EAS						
STL						
Signal ground						

Date	Equipment	Model	Install date	Last Maintenance .. or update	Condition	Additional Notes
Misc Issues in MC						
	IP modem					
	Switches					
	Telco /Cable					voice and data
	Station LAN					
	UPSs					do they have a bypass mode
	Mod Mons, etc					
	Backup audio path					
	Fire extinguishers					Type and Charge level
Transmitter site						
	Key'd Locker					Passwords, etc.
	STL					
	Remote Control					
	Transmitter					
	software ver					
	air filter					
	IP access					
	routing data					
	passwords					
	interlocks					
	Aux transmitter					last tested?
	software ver.					
	air filter					
	IP access					
	routing data					
	passwords					
	interlocks					
Date	Equipment	Model	Install date	Last Maintenance	Condition	Additional Notes

Transmitter continued

Fire Extinguisher					Type and condition
Generator					When full load tested ... transfer switch
UPS ...					note of time available
Output levels					Total Mod, need calibration?
Amplifier					Aural Monitors
Speakers					
Temperature					Harmonic and Output filters
RF					
room					
ATU (for AM)					
Base fence (AM)					
Vegetation control					
Tower condition					when the last inspection.
tower paint					
study on tower					Load max / level used in %
Guy wire					Tension
Guy Anchor					Anchor condition
tower paint					(if required)
Radials (AM)					
Unused gear					old gear still plugged in or "hanging" on tower?
Tower Lighting					(quarterly required)
Air Conditioners					
Security System					
Signal ground					
Power Audit					usage/time of day
Power strips					no chain
General Site Info					
power pole #					
address					
Telco / Cable					name of authorized user
Service contracts					A/C ... water ... etc.
Money Audit					are invoices being paid on time?
Maintenance Logs					and other records - like manuals!
Periodic Cost Lists					If something needs replacemnt.