Month:	

Maintenance Log and Checklist

Week	1	2	3	4
Daily (record with "tick" marks in boxes to represent days)				
Wipe down VR headsets (Part of opening and closing duties as well as after each player)				
Check for damage to attraction (Headsets, controllers, blaster "shells", etc.)				
Monitor battery levels on controllers, battery level not to drop below 20% before swapping with freshly charged controller (make sure to ***TURN OFF*** the "dying" controller before leaving the Hologate to recharge, failing to turn off the controller will result in controller needing to be "re-paired" when attempting to use again)				
Clean lenses on headsets (lenses are glass, use micro fiber towel to clean				
Weekly				
Vacuum / Sweep attraction				
Tighten ear piece screws and screws inside headset				
Clean TV's and Touch Screen				
Adjust truss socks as necessary (over time truss socks, the sleeves on the legs of the Hologate truss, may tend to slide down due to gravity. Pull ends of truss sock up or down to remove any wrinkles that may occur)				
Monthly				
Tighten wingnuts on truss clamps (clamps that hold lights, TV's, etc.)				
Clean dust filters on PC's (magnetic, removable filters on the side of the Hologate PC's opposite the "Hologate" logo)				
Air dust inside of PC cases (remove the acrylic side, the "Hologate" logo, of the PC case and use a can of compressed air to remove any additional dust inside the PC cases)				
Air dust Hologate speakers				
Wipe down acrylic windows on PC cases (Hologate logo side)				
Check/replace "AA" batteries in Hologate controller shells for LED light				