

Instrumentalchecks

The instruments checks are planned for each morning and afternoon (working days).

An **Instrumental logbook** is available and should be used to sign the results of daily checks. In this document it is possible to include notes on the status of the instruments. The document is available at the following link:

https://drive.google.com/open?id=1o7mpFBVM0piWj0v-j48bKSue0tHB50z9I6Sm_OPN_0U

Table1 lists BAQUNIN's instruments, theBAQUNIN staff responsibility and the type of planned checks.

The **daily checks** can be summarised in the following activities:

- Data availability on the network web site (*)
- Operative software up and running
- Pushing software (**)

Table 1 Instruments and checks

Instrument	Directly under BAQUNIN staff responsibility	Daily check performed			Weekly check
		Network	Operative software	Pushing software	
All Sky Camera	YES		Yes		Yes
Brewer	NO	Yes	If required by PI	If required by PI	If required by PI
Meteo Station	NO				
Cimel	YES	Yes	Yes	Yes	Yes
Lidar	YES	Visual check (***)			
MFRSR	YES		Yes		Yes
Pandora 115	YES	Yes	Yes	Yes	Yes
Pandora 117	YES	Yes	Yes	Yes	Yes
Pandora 138	YES	Yes	Yes	Yes	Yes
Pyranometer	YES		Yes		Yes
Prede	YES	Yes	Yes	Yes	Yes
Sodar	YES		Yes		Yes

(*) If the instrument is part of a network (PGN, Skyrad, Eubrewnet, Aeronet)

(**) If exist an automatic pushing routine

(***) For the LIDAR system, daily check regards the status of the instrument

In addition, checks will be performed on weekly basis (or more frequently) according to needs, for example in case of malfunctioning of the instrument/software requiring a special attention or detected instrumental issues due to bad weather conditions. .

The **weekly checks** are listed below:

- Visual check
- Cleaning

For the operative staff, a detailed guide for each instrument is available, describing all the checks to be performed, and, if necessary, how to restart the instrument. These guides take into account the guidelines suggested by instrument manufacturers, and those related to the associated computers.

The BAQUNIN staff involved in the maintenance activity is listed in Table2, ordered according to availability.

Table 2BAQUNIN instrument operators

Priority	People engaged to daily checks
1	Gabriele Mevi
2	Anna Maria Iannarelli
3	Annalisa Di Bernardino
4	Monica Campanelli
5	Marco Cacciani
6	Stefano Casadio

In the case of malfunctioning of an instrument, the operator engaged to daily checks will communicate the issue to the responsible of the instrument. Table3 shows for each instrument the reference person and his/her email contact.

Table 3 Reference person

Instrument	Reference person	Contact
All Sky Camera	Anna Maria Iannarelli	anna.iannarelli@gmail.com
Brewer	Anna Maria Siani	annamaria.siani@uniroma1.it
Cimel	Monica Campanelli	campanellimonica@gmail.com
Lidar	Marco Cacciani Gabriele Mevi	marco.cacciani@uniroma1.it gabriele.mevi@serco.com
MFRSR	Anna Maria Iannarelli	anna.iannarelli@gmail.com
Pandora 115	Anna Maria Iannarelli	anna.iannarelli@gmail.com
Pandora 117	Anna Maria Iannarelli	anna.iannarelli@gmail.com
Pandora 138	Anna Maria Iannarelli	anna.iannarelli@gmail.com
Pyranometer	Anna Maria Iannarelli	anna.iannarelli@gmail.com
Prede	Monica Campanelli	campanellimonica@gmail.com
Sodar	Marco Cacciani Annalisa Di Bernardino	marco.cacciani@uniroma1.it annalisa.dibernardino@uniroma1.it