

**ELECTRICAL DISTRIBUTION
MAINTENANCE**

Effective date: 07/82
Revision date : 08/12
Review date:

Policy:

Ensure that the electrical distribution system is designed, installed, operated, maintained and inspected according to prevailing standards.

Prevailing Codes and Standards:

TJC EC 02.05.01

PM Cross Reference:

Craft 4 task 1, 3, 5, 6, 7, 8, 9, 11, 12, 16 and 17

Procedure:

- I. The electrical distribution system will be inspected according to the PM system schedule. The PM system will follow the following guidelines:
 - A. A thermal gun will be used to identify loose connections and overheating conditions.
 - B. Electrical connections will be tightened according to manufacturer recommendations or torque specifications.
 - C. Equipment will be cleaned and dust accumulations removed.
 - D. Electrical outlets will be inspected for polarity, proper grounding and receptacle tension.
 - E. Transformers, switchgear, interrupting and transfer devices will be inspected for display of high-voltage signs.
 - F. Motor control centers, distribution centers and circuit breaker panels will be inspected for legible and current directories, loose connections, frayed wiring, poor insulation and unfilled breaker slots.
 - G. Inspections will be documented in the PM system and an inspection sticker with date of inspection and inspector's initials will be attached to the exterior surface of applicable equipment.
 - H. Discrepancies will be repaired immediately if possible or scheduled for repair if not.
 - I. Deficiencies and corrective action will be recorded in equipment PM historical records.
 - J. PM inspection maintenance records will reflect the individual who performed the inspection, date, discrepancies found and corrective action taken and results of testing where applicable.
- II. Equipment rooms and closets are subject to good housekeeping practices.
- III. Electrical closets and circuit breaker panels are to be locked if in an area subject to public. Panels inside locked mechanical rooms are not required to be locked.

