

---

Policy:

Ensure that electric shop personnel know the work limitations, job requirements and job responsibility.

---

Procedure:

- I. Inspect equipment:
  - A. Perform initial safety and operational inspection on the shop electrically powered equipment.
  - B. Perform annual electrical powered shop equipment inspections according to Physical Plant Policy.
  - C. Perform annual electrical safety checks on designated high risk equipment from other departments when requested through the work order system.
  - D. Perform annual safety and recommended manufacturer's Inspections on electrical distribution system including:
    1. Switchgear
    2. Substations
    3. Transformers
    4. Motor Control Centers
    5. Distribution panels
    6. Circuit breaker panels and fuse boxes
    7. Equipment disconnect switches
    8. Electrical outlets
    9. Light fixtures
    10. Photocell switching devices
    11. Automatic transfer switches
    12. Electric motors
    13. Bus ducts and associated plug in devices
    14. Isolation panels and monitors
    15. Conduit, conductors, and connecting devices
- II. Coordinate electrical and low voltage repair and installation including installation of new equipment.
  - A. Clock system
    1. Make necessary tests, repairs, wiring replacement and clock replacement or coordinate extensive repairs with service contractor.
  - B. New Installations
    1. Run conduit, wiring, fixtures and install appliances in accordance with the NEC.
  - C. Provide electrical service for automatic doors.
- III. Perform preventive maintenance:
  - A. Operating room isolation panels.
  - B. Battery controlled emergency lights.
  - C. Fluorescent and incandescent lamp replacement.

- D. Building exterior and parking lot light replacement.
- IV. Understand facility electrical drawings:
- A. Know where to find electrical prints.
  - B. Have a working knowledge of specific drawing in areas where shop personnel are working.
  - C. Notify engineering when any condition differs from the drawings.
- V. Supervisor shall plan, schedule and coordinate work.
- A. Supervisor shall assign only work authorized by a work request except during an emergency.
  - B. Plan and schedule work on a daily basis.
  - C. Prioritize similar level work requests performing oldest request first.
  - D. Adhere to work schedule except for valid emergencies.
  - E. Order materials to complete work requests.
  - F. Follow up on ordered materials on a regular basis.
  - G. Coordinate repair and installation of automatic doors with service contractor.
- VI. Perform cleaning functions:
- A. Maintain the shop and equipment in an orderly manner.
  - B. Keep shop tools clean and functional at all times.
  - C. Clean work area immediately after making repairs and before leaving the work area.