



# Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 294  
VERSION: 1

## **SUBJECT: ELECTRICAL DISTRIBUTION SYSTEM**

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**POLICY:**

All transformers, panels, and distribution centers will be inspected and serviced on an annual basis, as per all regulatory compliance the Preventative Maintenance Program.

**PURPOSE:**

To ensure the safe and reliable operation of the Electrical Distribution System.

**PROCEDURE:**

1. Clean interior and exterior surfaces so they are kept free of dirt, dust and debris.
2. Visually inspect all components for discoloration.
3. Check each conductor for overload with an amp meter.
4. Use infrared thermometer to check for hot spots in panel.
5. Tighten all wire connections as deemed necessary.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
Date: 10/15/2013	Original Date: 10/01/2013
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