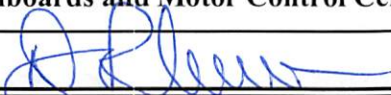


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Electrical/Electronics</b>	<b>Procedure Number:</b>	<b>E-01</b>
<b>Subject:</b>	<b>Preventive Maintenance Electric Switchboards and Motor Control Centers</b>	<b>Effective Date:</b>	<b>January 1980</b>
		<b>Revised Date:</b>	<b>December 2019</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>February 2023</b>

**Standard Operating Procedure**

All electrical switchboards and motor control centers will be maintained in accordance with guidelines established in NFPA70B and/or per manufacturer's specifications and recommendations.

**Purpose**

To ensure safety, cleanliness and proper operation.

**Procedure**

Annual:

1. Check for indications of overheating and loose or broken hardware.
2. Clean and visually inspect unit.
3. Take voltage readings.
4. Take reading of load in amperes.
5. Record all readings and submit to the Electrical Manager.
6. Report any unusual conditions to the Electrical Manager immediately.