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 Systems Director.
6. Report any unusual conditions to the Electrical Systems Director immediately.