Standard Operating Procedure

Electrical distribution panels will be checked and maintained on regularly scheduled intervals.

**Purpose**

To ensure that all electrical distribution panels are in a safe operating condition.

**Procedure**

Annual:

1. Visual inspection and check for loose connections.
2. Take and record voltage and amperes readings.
3. Check for overheating.
4. Clean inside and outside of panel.
5. Report all readings and unusual conditions to the Electrical Systems Director.