

UNIVERSITY OF TOLEDO FACILITIES & CONSTRUCTION			
Section:	Electrical/Electronics	Effective Date:	January, 1980
Subject:	Maintenance of Manual and Automatic Transfer Switches	Standard Operating Procedure:	E-02

Standard Operating Procedure

All manual and automatic transfer switches will be visually checked and maintained per the manufacturer's specification and recommendations.

Purpose

To ensure dependability of regular and emergency electrical power.

Procedure

1. Check for indications of overheating and loose or broken hardware.
2. Check contact condition and spring tension on contacts (where service could be interrupted).
3. Clean load, line and generator leads for cleanliness and loose connections.
4. Check all modules for proper operations and settings.
5. Lubricate as necessary.
6. Clean and test for proper operation.
7. Report any unusual conditions to the Electrical Systems Supervisor.

Authorized by:

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Revision and/or Reviewed Date:

- Reviewed: January, 1982
- Reviewed: March 1983
- Reviewed: January 1984
- Reviewed: January, 1985
- Reviewed: September 1986
- Reviewed: September, 1987
- Reviewed: April 1989
- Reviewed: June 1990
- Reviewed: April 1991
- Reviewed: April, 1992
- Reviewed: May 1993
- Reviewed: June 1994
- Reviewed: October 1995
- Reviewed: November 1997
- Revised: June 1999
- Reviewed: January 2001
- Revision: January 2003
- Revision: April 2004
- Revision: September 2006
- Revision: August 2008