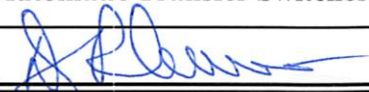


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Electrical/Electronics</b>	<b>Procedure Number:</b>	<b>E-02</b>
<b>Subject:</b>	<b>Maintenance of Manual and Automatic Transfer Switches</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 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 Manager.