


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

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

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.