


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Electrical/Electronics	Procedure Number:	E-02
Subject:	Maintenance of Manual and Automatic Transfer Switches	Effective Date:	January 1980
		Revised Date:	December 2019
Facilities Officer:		Reviewed Date:	December 2019

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.