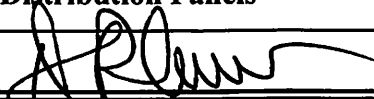


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Electrical/Electronics	Procedure Number:	E-03
Subject:	Preventive Maintenance on Electrical Distribution Panels	Effective Date:	January 1980
		Revised Date:	December 2019
Facilities Officer:		Reviewed Date:	December 2019

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 Manager.