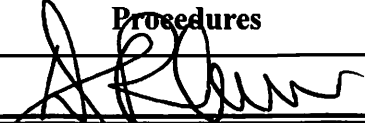


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Electrical/Electronics	Procedure Number:	E-08
Subject:	Transformers-Maintenance and Repair Procedures	Effective Date:	February 1989
		Revised Date:	December 2019
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

All transformers will be visually inspected, cleaned and checked for excessive heat on a regular basis.

Purpose

To ensure proper operation and cleanliness.

Procedure

Annually:

1. Inspect for signs of overheating, loose or broken hardware.
2. Clean.
3. In the event that a problem or unusual condition is detected, notify the Electrical Manager.
4. The Electrical Manager shall evaluate the problem, make arrangements to turn off the system and procure parts, as necessary.

Isolation system transformers

1. System or circuit must be turned off a power panel. The Department Head/Chairperson of the area being serviced by the transformer, will be notified of the problem and the room entrance door will be tagged appropriately.
2. Proper lockout/tag-out procedures must be followed prior to performing any needed repairs.
3. After new parts are installed, the panel and room will have a leakage and grounding test done.
4. The Electrical Manager will inform the Department Head/Chairperson that the room has been repaired, tested and safe to use and remove any signs or tagging.

Building Distribution Transformers

1. Transformer load disconnect will be turned off.
2. Transformer feed disconnect will be turned off.
3. The load center or switchgear tie breaker will be turned on utilizing proper kirk key procedure if appropriate.
4. Proper lockout/tag-out procedures must be performed prior to performing any needed repairs.
5. If needed, an electrical contractor will be notified for any needed repairs which cannot be performed by the electrical staff.
6. After repairs and testing are completed, systems will be returned to normal configuration.