


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Electrical/Electronic	Procedure Number:	E-30
Subject:	Locking Electric Panels	Effective Date:	September 1994
		Revised Date:	November 2016
Facilities Officer:		Reviewed Date:	February 2023

Standard Operating Procedure

All electrical panels: whether behind locked doors or not, will be locked themselves. Only qualified Maintenance personnel will have keys to these panels.

Purpose

Prevention of access to electrical circuits by unauthorized persons.

Procedure

After all repairs, inspections, or addition of new circuits, all electrical panels (receptacle and lighting) will be locked even if the panel is in a secured mechanical room. They will remain locked at all times.