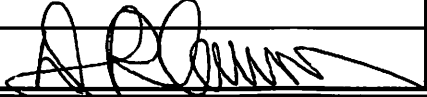


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Electrical/Electronic</b>	<b>Procedure Number:</b>	<b>E-30</b>
<b>Subject:</b>	<b>Locking Electric Panels</b>	<b>Effective Date:</b>	<b>September 1994</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**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.