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| Electrical Maintenance | | | | | sk: | Electrical Distribution | | | | | |
| INSTRUCTIONS: The assigned volunteer(s) may use these instructions to perform applicable inspections and/or preventive maintenance tasks. Additional notes/needed repairs can be listed below. Needed repairs or safety hazards should be addressed promptly. Please return the task instruction card to the maintenance binder or brother(s) assigned to coordinate maintenance activity when completed so that the maintenance schedule can be updated. | | | | | | | | | | | |
| Assigned To: | |  | | | | | | Date Assigned: | | |  |
| Assisted By: | |  | | | | | | Date Completed: | | |  |
| Frequency: | | Yearly | | Time to Complete / # of Volunteers: | | | | |  | | |
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| Task Description | | | | | | | | | | | |
| **REMINDER: Please do not attempt work that is beyond your ability to perform or the ability of those assisting.** | | | | | | | | | | | |
|  | **Have you reviewed the *Working Together Safely* (DC-82) and *Job Hazard Analysis* (DC-85) to determine the appropriate safety measures and protective equipment that should be worn?** | | | | | | | | | | |
|  | **Are high risk activities associated with this task? If so, are approved volunteers being used?** | | | | | | | | | | |
| **NOTE: Any service or repairs to the electical system should be perfromed by a licensed technician**  **Distribution Panel - Visual Check**   * Proper clearance should be maintained in front of the panels to allow easy access. * Ensure panel and cover are secure. * Check for any discoloring that may indicate over heating * Check that all switches, circuit breakers and other equipment are in good condition and properly labeled.   **Switches**   * Check to ensure they are safe and operating properly. * Test switches under load for proper operation. For instance, turn on and off all lights.   **GFCI Receptacle**   * Check to ensure they are safe and operating properly. * Use a GFCI receptacle tester * Unplug any electronic devices that are plugged into the GFCI receptacle.   **120VAC Receptacles**   * Check to ensure they are safe and operating properly. * Use receptacle tester for all 120 VAC outlets, which warns for faulty wiring in 3 wire receptacles. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |