Five Steps to a Safer Electrical Room

1. Do some spring cleaning!
   - Sweep the floor.
   - Remove trash.
   - Remove unused equipment.
   - Remove non-electrical system equipment.
   - Replace light fixture bulbs.
   - Seal the room from dust.

2. Conduct annual and preventive maintenance!
   - Tighten connections.
   - Cycle the breakers.
   - Verify all fuses are a matching set.
   - Review settings in equipment to match the last coordination/arc flash study performed.
   - Ask your local electrical supply house to generate a list of spare parts.
   - Install spare parts shelving.
   - Pressurize the room.

3. Keep safe and secure!
   - Install proper safety signage.
   - Ensure PPE and lockout/tagout equipment is readily available.
   - Ensure all guards and covers are installed.
   - Plug unused holes in equipment.
   - Properly secure all enclosures and raceways.
   - Install panic hardware on doors and have them swing out of the room.
   - Install insulating mats for working clearance issues.

4. Ensure proper documentation!
   - Redline drawings to match equipment.
   - Post base documentation and charts in paper, poster, or electronic format.
   - Create a directory for each motor and its location in the room to facilitate lockout/tagout.

5. Label all equipment to match documentation!
   - Switchboards
   - MCCs
   - Panelboards

Adapted from EC&M’s online magazine. Submitted by Doug Post on April 12, 2017