



PHYSICAL PLANT POLICY & PROCEDURE
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TITLE

PHYSICAL PLANT HIGH VOLTAGE PREVENTIVE MAINTENANCE

OBJECTIVE AND PURPOSE

- ◆ To establish a consistent policy of performing Preventive Maintenance on high voltage switches, transformers, and associated equipment.

RESPONSIBILITY

ACTION

DIRECTOR

- ◆ Ensure that all related policies are compiled within maintenance of the high voltage system.

MAINTENANCE DEPT.

- ◆ Annually, perform a thorough inspection and perform maintenance of all high voltage switches and associated equipment. This inspection will be completed by a licensed high voltage electrician.
- ◆ The electrician shall be guided by the G.S.A. Preventive Maintenance sections E-29 (high voltage oil circuit breaker), E-32 (high voltage network and power type oil filled transformers), E-33 (high voltage network and power dry type transformers), E-34 (disconnects), E-34A (disconnects), E-35 (motor control center and motor starters), E-37 (aluminum bus duct and connectors), E-38 (high voltage air circuit breakers), and E-39 (supervision set), and NFPA 70, as well as all other governing codes and regulations.

ASSISTANT DIRECTOR

- ◆ **The inspection will be coordinated through the Assistant Physical Plant Director. The electrical shut-down will be conducted as per the Utility Shut Down Policy & Procedures.**

DIRECTOR

- ◆ A detailed report this inspection will be provided to the Physical Plant Director.

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APPROVED:	Vice President	Associate V.P.	Director