

# Electrical Maintenance Plan

## 1. Introduction

- Overview of maintaining electrical systems for safety, efficiency, and compliance.
- Importance of preventing electrical failures and ensuring safety standards.

## 2. Objectives

- Ensure reliable operation of electrical systems.
- Minimize energy losses and downtime.
- Maintain compliance with safety regulations.

## 3. Scope

- Include wiring, panels, switches, transformers, circuit breakers, lighting, and power distribution systems.
- Exclude consumer appliances unless specified.

## 4. Roles and Responsibilities

- Assign duties to electrical technicians, supervisors, and contractors.
- Outline emergency contact procedures for unplanned issues.

## 5. Maintenance Schedule

- **Daily:** Visual inspection of panels and wiring.
- **Weekly:** Test circuit breakers, inspect connections.
- **Monthly:** Measure voltage drops, inspect switchboards.
- **Annually:** Perform load testing, thermographic analysis, and upgrade old components.

## 6. Procedures

- Detailed steps for testing, cleaning, and replacing components.
- Safety measures for working with live systems.

## **7. Resources and Tools**

- Tools: Multimeters, insulation testers, thermal imaging cameras.
- Spare parts: Fuses, wires, connectors.

## **8. Documentation**

- Maintain inspection logs, repair history, and compliance records.

## **9. Performance Monitoring**

- KPIs: System uptime, power quality, incident reports.

## **10. Emergency Response Plan**

- Include fire safety measures, backup power protocols, and contact numbers.

## **11. Review and Updates**

- Annually review to address emerging electrical challenges.

## **12. Conclusion**

- Reinforce safety and energy efficiency as key benefits.