

ELECTRICAL SAFETY AND RELIABILITY AUDIT CHECK LIST
ELECTRICAL ROOMS

BUILDING NUMBER/LOCATION I.D. #: MCC LA

Doors/Exits

Yes No N/A

1. Are there two means of egress from the room? ☒ ☐ ☐
2. Are the doors equipped with good working panic bars? [LPP] ☒ ☐ ☐
3. Do all doors open to the outside? ☒ ☐ ☐
4. Are the doors self closing? ☒ ☐ ☐
5. Are there warning signs posted on the doors?
(i.e. DANGER: HIGH VOLTAGE) ☒ ☐ ☐
6. Are the Exit Doors identified with Exit Lights
or Sign? ☐ ☒ ☐ *

Doors/Exits Index Score: 4

Lighting

Yes No N/A

1. Is lighting in good condition and lighting
level adequate? ☒ ☐ ☐
2. Are all lamps burning? ☒ ☒ ☐ *
3. Is there a good working emergency lighting
system? [LPP-356] ☐ ☐ ☒
4. Is the Exit Sign Lighting working? ☐ ☐ ☒

Lighting Index Score: 4

Environment

Yes No N/A

1. Is the air conditioning system in good working
condition? (Temperature, Humidity) ☒ ☐ ☐
2. Is the air conditioning system isolated for
switch room service only? ☒ ☐ ☐

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3. Is the noise level acceptable? ☒ ☐ ☐
4. Are measures taken to keep water/ice out of the room or cable cellar effective? ☒ ☐ ☐
5. Are openings in the walls, ceilings, floor, or cable cellar properly sealed? ☒ ☐ ☐
- Environment Index Score: 3

Housekeeping

Yes No N/A

1. Is the room clean and uncluttered? ☒ ☒ ☒ *
2. Is the floor vacuumed instead of swept with broom? (Broom stirs dust) ☐ ☒ ☐
- Housekeeping Index Score: 4

Access

Yes No N/A

1. Is there adequate access and clearances for the electrical equipment? ☒ ☐ ☐
2. Is the cable cellar easily accessible? ☒ ☐ ☐
- Access Index Score: 3

Drawings

Yes No N/A

1. Is SEOLD posted properly in the room? ☒ ☐ ☐
2. Are drawing accurate and up to date? ☐ ☒ ☒ *
- Drawings Index Score: 4

Labeling

Yes No N/A

1. Is the room identified with a formalized building number?
2. Is the equipment in the room adequately labeled?

___ ☒ ___

☒ ___

Labeling Index Score:

___ 3 ___

Fire Protection

Yes No N/A

1. Is the room separated from control room with a 2 hour fire barrier wall? [LPP]
2. Is there a smoke and/or fire detection system in the room? [LPP-356]
3. Is the Smoke and/or Fire Detection System annunciated?
4. Are all wall-penetrations closed with Fire Stop materials? [LPP]
NORTH WALL
5. Is the room free of stored combustible materials?
6. Are the proper fire extinguishers located in the room?
7. Does room have fire retardant walls and doors to oil-filled transformers or process area?

☒ ___

☒ ___

☒ ___

___ ☒ ___ *

☒ ___

☒ ___

☒ ___

Fire Protection Index Score:

___ 4 ___

BATTERY/UPS SYSTEMS

Yes No N/A

1. Is there a preventive maintenance schedule for UPS systems, Battery Banks, and Battery Chargers? ___ ___ ☒
2. Is the battery rack grounded? ___ ___ ☒
3. Are the battery posts and terminals free of corrosion? ___ ___ ☒
4. Is the battery charger in good working condition? ___ ___ ☒
5. Is the battery room or location designed according to the appropriate standards? ___ ___ ☒
6. Do batteries have the proper water level? ___ ___ ☒

Battery/UPS Systems Index Score: N/A

Other

Yes No N/A

1. Is there Flash protection clothing/equipment in the room? ☒ ___ ___
2. Has all process piping been routed outside the switch room? ☒ ___ ___
3. Is there a written set of Electrical Emergency plans for various situations like loss of power, fire, or smoke in the room? [LPP] ☒ ___ ___
4. Is there room to grow? ☒ ___ ___
5. Is there a preventive maintenance schedule for the room? ☒ ___ ___
6. Are the cable raceways in the room/cable cellar in good shape? ☒ ___ ___
7. Are the cable raceways in the room/cable cellar overloaded? ☒ ___ ___
8. Are all the cable raceways in the room/cable cellar properly loaded? ☒ ___ ___

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- | | Yes | No | N/A |
|---|-------------------------------------|--------------------------|--------------------------|
| 9. Are there appropriate clearing procedures and operating procedures for electrical equipment in the room? | ☒ | ☐ | ☐ |
| 10. Is communication equipment available in the room? | ☒ | ☐ | ☐ |
| 11. Is the steel structure of the room properly grounded? | ☒ | ☐ | ☐ |
| 12. Is there a ground bar available in the room/cable cellar? | ☒ | ☐ | ☐ |

Other Index Score: 3

Electrical Rooms Average Index Score: 4

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