

ELECTRICAL SAFETY AND RELIABILITY AUDIT CHECK LIST
ELECTRICAL ROOMS

BUILDING NUMBER/LOCATION I.D. #: TF
MCC 6

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? ✓

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: 3

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]
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

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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: NA

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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