

ELECTRICAL SAFETY AND RELIABILITY AUDIT CHECK LIST  
ELECTRICAL ROOMS

BUILDING NUMBER/LOCATION I.D. #: TF  
MCCF

Doors/Exits  
-----

Yes No N/A

- |                                                                                |                                     |                                     |                                     |
|--------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1. Are there two means of egress from the room?                                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 2. Are the doors equipped with good working panic bars? [LPP]                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3. Do all doors open to the outside?                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 4. Are the doors self closing?                                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 5. Are there warning signs posted on the doors?<br>(i.e. DANGER: HIGH VOLTAGE) | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Are the Exit Doors identified with Exit Lights<br>or Sign?                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Doors/Exits Index Score: 4

Lighting  
-----

Yes No N/A

- |                                                                 |                                     |                                     |                                     |
|-----------------------------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1. Is lighting in good condition and lighting level adequate?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 2. Are all lamps burning?                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3. Is there a good working emergency lighting system? [LPP-356] | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Is the Exit Sign Lighting working?                           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

Lighting Index Score: 4

Environment  
-----

Yes No N/A

- |                                                                                      |                                     |                          |                          |
|--------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|
| 1. Is the air conditioning system in good working condition? (Temperature, Humidity) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the air conditioning system isolated for switch room service only?             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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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? ☒ ☒ ☒

EAST WALL

Environment Index Score: 4

Housekeeping  
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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  
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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? ☐ ☒ ☒

DATED 3/95

Drawings Index Score: 4

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Labeling  
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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  
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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:

          

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BATTERY/UPS SYSTEMS  
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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?

|   |   |   |
|---|---|---|
| — | — | ✓ |
| ✓ | — | — |
| ✓ | — | — |
| ✓ | — | — |
| ✓ | — | — |
| ✓ | — | — |
| — | ✓ | — |
| ✓ | — | — |

|                                                                                                             | Yes                                 | No                                  | N/A                      |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 9. Are there appropriate clearing procedures and operating procedures for electrical equipment in the room? | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 10. Is communication equipment available in the room?                                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 11. Is the steel structure of the room properly grounded?                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| 12. Is there a ground bar available in the room/cable cellar?                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Other Index Score:                                                                                          |                                     |                                     | <u>3</u>                 |
| Electrical Rooms Average Index Score:                                                                       |                                     |                                     | <u>4</u>                 |