

ELECTRICAL SAFETY AND RELIABILITY AUDIT CHECK LIST
ELECTRICAL ROOMS

BUILDING NUMBER/LOCATION I.D. #:

TF
MCC C

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: 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

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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: 4

Electrical Rooms Average Index Score: 4

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ELECTRICAL SAFETY AND RELIABILITY AUDIT CHECK LIST
ELECTRICAL ROOMS

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

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:

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?

☐ ☒ ☐ *

DATED 3/95

Drawings Index Score:

4

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Labeling

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

✓ — —

✓ — —

Labeling Index Score:

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Fire Protection

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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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CONFIDENTIAL

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? ☒ ☐ ☐

	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:	<u>3</u>		
Electrical Rooms Average Index Score:	<u>4</u>		