

ELECTRICAL ROUTINE SCHEDULE

LOW VOLTAGE DISTRIBUTION SYSTEM						
Bil	Detail	Maintenance Frequently				
		D	W	M	1/2Y	1/4Y
1.0	Records all activities and reading in the relevant log book. Switch Room Including Riser Room			X		
1.0.1	Cleaning of switch room and riser rooms			X		
1.0.2	Cleaning of cable trench/condition of cable trench (ensure clean, water free and slab cover)			X		
1.0.3	Check the roof/floor above to ensure no leakage/damage.			X		
1.0.4	Visibility check on water flowing into switch room/riser room			X		
1.0.5	Functionality test for all electrical fitting, power points, light fitting, and exhaust fans.			X		
1.0.6	Calibration on setting of timer			X		
2.0	Records all activities and reading in the relevant log book. Distribution Board/Main Distribution Board/Tap Off Unit					
2.0.1	Check door locking system and rust free (must be in good condition)				X	
2.0.2	Ensure that "Danger" and schematic diagram are available and readable/visible				X	
2.0.3	Check and ensure spares ways available in the distribution board				X	
2.0.4	Retighten fuse handle				X	
2.0.5	Test on continuity of fuses				X	
2.0.6	Check MCBs for tripping test				X	
2.0.7	Check 'Earth Leakage Relay' functions				X	
2.0.8	Retighten all connections, termination etc				X	
2.0.9	Check and clean internal part of the distribution board				X	
2.0.10	Check all indicator light, selector switches, voltmeter, ammeter etc.				X	
2.0.11	Check condition of cables for burn marks, insulation leakage and other abnormal conditions.				X	
2.0.12	Records readings for maximum current, voltage				X	
2.0.13	Test earthing system and all termination				X	
2.0.14	Check setting of timer			X		
2.0.15	Update inventory list			X		

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3.0	Records all activities and reading in the relevant log book. Outdoor Lighting – Compound and Street Lighting, Sport court and ‘Padang Kawad’ Lighting.					
3.0.1	Ensure light fitting functional			X		
3.0.2	Check by visual inspection condition of poles and light fitting, lamp cover, control switch gear etc			X		
3.0.3	Check control components and retighten all connections and terminations			X		
3.0.4	Check mounting and support			X		
3.0.5	Check and clean light fitting			X		
3.0.6	Check for paint work/rust and corrosion and repair as necessary			X		
3.0.7	Calibration on setting of timer			X		
4.0	Records all activities and reading in the relevant log book. Lightning Protection System - Measurement of earth electrode impedance					
4.0.1	Visual inspection of all components of lightning protection system e.g air termination, downdrop, connections, test connection, etc. to ensure that they are in good condition.				X	
4.0.2	Make sure that all final/copper tape in good condition				X	
4.0.3	Ensure structural support for system and check support saddles for copper tape-ensure securely fixed				X	
4.0.4	Check all connection, termination points to down conductors are in good condition				X	
4.0.5	Check down conductor from test joints to earth chamber-ensure present and secured in place				X	
4.0.6	Clean surface of connections, joints, terminations of conductors from oxidation and test for continuity to earth				X	
4.0.7	Check and retighten connections, terminations for earth electrode				X	
4.0.8	Check condition of concrete inspection box for earth electrode				X	
4.0.9	Test conductors for earth continuity and ensure that the overall earth impedance does not exceed (10 ohms)				X	

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5.0	Records all activities and reading in the relevant log book. Luminaries, Switches and Sockets Outlets, Fans, Outdoor Lighting in building					
	Luminaries					
	5.0.1a Check lux			X		
	Fluorescent fitting (Including SL and PL Type)					
	5.0.1b Check and ensure that the tube is in good condition			X		
	5.0.2b Ensure that "KELUAR" sign is in good working condition			X		
	5.0.3b Test emergency light fitting			X		
	5.0.4b Check and ensure that no black mark or oil trace			X		
	5.0.5b Check and ensure that no burnt marks at both ends of the tube			X		
	5.0.6b Check conditions of capacitor			X		
	5.0.7b Ensure that no noise generated from the ballasts			X		
	5.0.8b Check starter to ensure in good working conditions			X		
	5.0.9b Retighten all connection, terminations etc			X		
	5.0.10b Check other luminaries(incandescent)			X		
	Switches and switch sockets outlets					
	5.0.1c Ensure no damage from visual inspection			X		
	Fans (Ventilating, Ceiling and Exhaust)					
	5.0.1d Check and clean fan			X		
	5.0.2d Ensure continuous rotation/functionality			X		
	5.0.3d Ensure that no noise generated			X		
	5.0.4d Check safety wire rope			X		
	5.0.5d Ensure that the exhaust fan is not blocked			X		
	5.0.6d Ensure that all bolts and nuts, connections, suspension rod, rubber mounting are in good condition			X		
	5.0.7d Check condition of regulator			X		
	5.0.8d Test for insulation-and earthing			X		
	5.0.9d Check regulator and ensure that no noise generated during operation			X		
	5.0.10d Retighten all connection, termination etc for the fan			X		
	5.0.11d Retighten all connection, termination etc for the regulator			X		
	5.0.12d Ensure auto louvers in working condition			X		