

Busway annual maintenance checklist

The annual busway (bus duct) service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against NFPA 70B, NETA maintenance testing standards. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The facility electrician recording the inspection during a planned outage, checking joint bolts while the testing firm performs the electrical tests on the run. When: Once a year during a scheduled shutdown, coordinated with the NETA technician so the busway is locked out and joint covers opened while it's dead, then tested before the run is re-energized.

Isolation and access

- ☐ **Busway locked out and verified dead**
Feed isolated, absence of voltage tested at the run, lockout applied before any joint cover is opened. 2 photos required
- ☐ **Joint covers opened and joints inspected**
Bolted joints exposed and cleaned of dust, no discoloration, deformation or moisture staining on the bars, insulators clean and uncracked. 2 photos required

Joint torque

- ☐ **Joint bolts checked to torque at the boltings**
Each joint bolt checked with a torque wrench to the manufacturer's value, belleville washers set to the specified flatness, any that moved noted for re-scan. 2 photos required
- ☐ **Plug-in stab contacts inspected**
Plug-in stabs and contact fingers checked for pitting, spring tension and alignment, cleaned and re-seated where required. 1 photo required

Testing observed and recorded

- ☐ **NETA electrical tests witnessed and logged**
Insulation-resistance and any contact-resistance results from the testing tech recorded along the run, out-of-range values flagged before re-energizing. 2 photos required