READY TO INSPECT — FIELD CHECKLIST

Busway quarterly maintenance checklist

A quarterly busway (bus duct) round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. 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 walking the run on the quarterly round, scanning and looking with the busway energized.
When: Every quarter, walked under load so the joint scan catches a warm bolted connection while current is actually flowing.

Before the walk

- [ ] Walk kept to closed covers with PPE from the risk assessment
  No joint cover or plug-in door opened, joints read from the floor or a lift, or through IR windows where fitted, and PPE taken from the site's arc-flash risk assessment.
  No photo required

- [ ] Feeder and plug-in labels legible along the run
  Run marked with its feeder name and source at the tap box and on each floor, warning labels legible, and any plug-in unit labeled with what it feeds.
  1 photo required

Joints and heat

- [ ] Bolted joints scanned along the run
  Thermography or a non-contact scan at each accessible joint and elbow, no single bolted connection reading hot against the adjacent housing.
  2 photos required

- [ ] Housing checked for discoloration and heat marks
  No paint discoloration, blistering or heat staining at joint covers, no burnt smell along the run.
  1 photo required

- [ ] Joint covers in place with every screw fitted
  Each joint cover present and fastened, none bent, loose or left off after past work, and no gap showing the joint stack behind it.
  1 photo required

Support and plug-ins

- [ ] Hangers, supports and alignment checked
  Hangers tight and evenly spaced, run straight without sag or twist at joints, no support carrying a pipe or other load it wasn't meant to.
  1 photo required

- [ ] Riser supports checked at each floor where the run rises
  Vertical sections held by their floor supports or spring hangers, no sag or settlement at the floor line, springs neither bottomed out nor unloaded.
  No photo required

- [ ] Plug-in units seated and latched
  Each plug-in fully stabbed, latched and interlocked, no unit hanging crooked off the run or leaking heat at the stab.
  No photo required

- [ ] Plug-in disconnect handles and ratings checked
  Where the run has plug-ins, each handle's position matches its unit's on or off state and clears the housing, padlock provision usable, and the rating label readable from the floor.
  No photo required

Moisture and grounding

- [ ] Run checked for moisture and condensation entry
  No dripping pipe, roof penetration or condensation landing on the housing, no water staining at joints where a run passes below wet areas.
  1 photo required

- [ ] Drip shields checked where sprinkler piping runs above
  Drip hood or shield in place and unbent under sprinkler mains and branch lines, and no new piping or heads added over the run without protection.
  No photo required

- [ ] Ground continuity connections intact
  Grounding straps and bonding jumpers across joints landed and unbroken, no corrosion at the ground path along the run.
  1 photo required

Penetrations and follow-up

- [ ] Rated floor and wall penetrations observed for sealing
  Firestop around the housing at each rated floor or wall seen intact, gaps or disturbed seals reported to the owner for the firestop contractor, not patched here.
  No photo required

- [ ] Warm joints and defects reported by floor and location
  Each warm joint, missing cover or seal defect sent to the owner with its floor, joint location and image, so the annual outage opens it first.
  No photo required