

Power factor correction capacitor bank quarterly maintenance checklist

A quarterly capacitor bank 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, NEC (NFPA 70). Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The facility electrician on the quarterly round, reading the bank energized through the door or viewing window. When: Every quarter, timed against a loaded part of the day so the controller is actually calling stages in and the power factor reading means something.

Cans and fuses

- ☐ Capacitor cans checked for bulging and leaking
No swollen, domed or split cases, no oil or dielectric weeping at the bushings or seams, no scorching on a can face. 2 photos required
- ☐ Fuse indicators read across the stages
Each capacitor fuse or blown-fuse indicator checked, none popped or discolored, no stage limping along on a lost phase. 1 photo required

Switching and controller

- ☐ Contactor or stage switching observed
Stages pulling in and dropping out cleanly as the controller calls them, no contactor chattering or a stage stuck in or out. 1 photo required
- ☐ Controller and power factor reading checked
Controller displaying a corrected power factor near target, no alarm or fault code, reading cross-checked against actual stage current. 2 photos required

Cooling and heat

- ☐ Ventilation clear and cans not overheating
Cooling vents and any fans on the enclosure clear and running, cans not hot to a scan, room airflow reaching the bank. 1 photo required