

Surge protective device (SPD) quarterly maintenance checklist

A quarterly surge protective device 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 NEC (NFPA 70), manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The electrician or maintenance tech on the quarterly panel round. When: Every quarter, walked with the panel it protects since a spent SPD looks identical to a healthy one until someone reads the indicators.

Indication and alarm

- ☐ **Diagnostic indicator read for every phase**
Each phase indicator confirmed showing protected, not just the single summary light; any dark or amber phase noted as a module to replace. 2 photos required
- ☐ **Audible and visual alarm confirmed working**
Alarm exercised or its self-check confirmed, remote signal (dry contact or panel light) confirmed to actually report a fault. 1 photo required

Connections and mounting

- ☐ **Connection points checked for heat and discoloration**
Line and neutral/ground terminals felt or scanned for heat, no browning, melting or loose lugs at the SPD or its dedicated breaker. 2 photos required
- ☐ **Lead length and mounting observed**
Conductors as short and straight as the install allows, no unnecessary loops, device mounted solidly and close to the panel it serves. 1 photo required

Service

- ☐ **End-of-life module replaced when indicated**
A module showing spent replaced with the matching type and rating, replacement date recorded so the next round knows the module is fresh. 1 photo required