

Main electrical switchgear / service section quarterly maintenance checklist

A quarterly main switchgear 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 NETA guidance, NFPA 70B. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The electrical service tech on the contracted quarterly walk. When: Every quarter, an energized exterior inspection that doesn't require an outage or de-energized access.

Before approaching the gear

- ☐ **Arc-flash labels read on each section before approach**
Label on every section legible, showing incident energy or PPE category and the study date, with any missing or faded label reported to the owner. 1 photo required
- ☐ **Doors-closed walk-down and PPE confirmed before approach**
No door or cover opened on the quarterly, and PPE worn per the site's arc-flash risk assessment for the approach, not read off the labels alone. No photo required

Clearance and ventilation

- ☐ **Working clearance in front of and around the gear verified**
Required clearance kept clear of storage, equipment or trip hazards on all access sides. 2 photos required
- ☐ **Ventilation louvers and cooling paths checked**
Louvers unobstructed, no dust buildup restricting airflow, room temperature reasonable. 1 photo required
- ☐ **Room kept dry with no water or drips above the gear**
No water on the floor or staining on the gear roof, and no piping or ductwork above the lineup dripping or sweating onto it. 1 photo required
- ☐ **Electrical room door latched and entry marked**
Door closes and latches, entry signage in place, and the room kept locked or limited to qualified people as the owner requires. No photo required
- ☐ **Visible conduit entries and enclosure gaps checked for sealing**
Conduit entries, cable openings and gaps at the base sealed where visible, with no signs of pests, nesting or water getting into the gear. 1 photo required

Indicators and metering

- ☐ **Status indicators and position flags observed**
Breaker open/closed flags match expected system state, no flickering or dim indicator lamps. 1 photo required
- ☐ **Metering readings recorded and compared to normal load**
Voltage and current readings logged; any reading well outside typical range flagged for follow-up. 1 photo required
- ☐ **Control power and any trip battery charger checked**
Control power indication on, and where a station battery and charger serve the trip circuits, charger in float with no low-voltage or ground alarm. No photo required

Visual and thermal signs

- | | | |
|--------------------------|--|-------------------|
| ☐ | Exterior surfaces checked for discoloration, odor or noise
No scorch marks, burning smell, buzzing or arcing sound coming from any section. | 2 photos required |
| ☐ | Infrared scan taken through viewing ports if available
Thermal image shows even temperature across similar phases and connections, no hot spots. | No photo required |
| ☐ | Section doors latched with all bolts and hinges in place
Every door and removable panel closed and fastened with no missing bolts, broken hinges or bent panels that would weaken the enclosure. | 1 photo required |
| ☐ | Hot spots and defects added to the annual outage work list
Each hot spot, odd reading or defect reported to the owner with its image or reading, so the annual outage scope includes it. | No photo required |