

Routine Maintenance Schedule - Switchboard

To be undertaken by a qualified electrician

Testing and maintenance should be carried out annually in accordance AS/NZS 3019:2007.

Asset detail (make, model, size, feed, etc)

Technician

Date of service

/ /

DD/MM/YYYY

Checklist

Tick the adjacent box for completed items.

Check switchboard for correct operation.

Check switchboard & its components for excessive heat discolouration, noise & vibration.

Check temperature of board components & connections using infrared thermal gun.

Repair any hot joints & or report any significantly high temperatures found during scan.

Test operation of indicator lamps.

Replace faulty lamps as required.

Check condition of the escutcheon cubicle.

Check all switches are set to Auto.

Investigate with Building Manager any switches found on manual.

Service Residual Current Devices as per AS/NZS3190 and the following instructions.

Check condition & operation of RCD's.

Perform self-diagnostic test (where applicable).

Report RCD's that do not meet test requirement.

Measure & record speed of operation.

Report RCD's that do not meet test requirement.

Check RCD & GPO labelling is clearly legible (where applicable).

Update logbooks & complete service sheets.

Comments (remedial/additional work completed, faults, follow-up required etc)