

Switchboard - Mechanical Services

Last Issue Date: 04/05/2017		Type Of Service				
Activity		A	B	C	D	E
1	<p>GENERAL:</p> <p>Check switchboard for:</p> <ul style="list-style-type: none"> <li>a) condition and any damage.</li> <li>b) ventilation.</li> <li>c) evidence of overheating.</li> <li>d) audible discharge.</li> <li>e) signs of vermin.</li> <li>f) combustible materials.</li> <li>g) general cleanliness.</li> </ul>				Y	
2	<p>INSULATION:</p> <p>Check condition of all insulation especially for: damage, cracks, signs of tracking or blistering, and any defects.</p>				Y	
3	<p>CONTACTORS:</p> <ul style="list-style-type: none"> <li>a) Check operation of all contactors, if applicable.</li> <li>b) Manually switch units on and observe operation.</li> </ul>				Y	
4	<p>CONTACTS:</p> <ul style="list-style-type: none"> <li>a) Check condition of contacts, especially for pitting or damage.</li> <li>b) Check operation of contacts, especially for backing springs pressure, contact and alignment, if applicable.</li> <li>c) Check operation of contacts by placing a voltmeter across the contacts, and observe voltage drop. (should be in the millivolt range).</li> </ul>				Y	
5	<p>MECHANISMS:</p> <p>Clean and check condition and operation of:</p> <ul style="list-style-type: none"> <li>a) mechanisms, especially rolling or sliding surfaces in the trip mechanism.</li> <li>b) all auxillary contacts, if applicable.</li> </ul>				Y	
6	<p>CONNECTIONS AND CABLE TERMINATIONS:</p> <p>Check all main electrical connections:</p> <ul style="list-style-type: none"> <li>a) for signs of overheating or verdigris.</li> <li>b) are tight and making good contact.</li> <li>c) Use heat sensitive detector to locate any hot spots or joints.</li> </ul> <p>Check main earthing for continuity and mechanical protection.</p>				Y	
7	<p>FUSES, CIRCUIT BREAKERS, SWITCHES AND SWITCH UNITS:</p> <ul style="list-style-type: none"> <li>a) Check condition, operation and for correct rating.</li> <li>b) Check circuit breaker orientation, all should be in the same position when off or on.</li> </ul>				Y	
8	Check scheduling on the BMS.				Y	
9	Reset time switches/BMS to correspond with time changes due to the introduction of 'daylight saving' and reversion to 'normal' time.				Y	
10	<p>Check:</p> <ul style="list-style-type: none"> <li>a) condition and operation of re-set buttons, re-set as necessary.</li> <li>b) condition and operation of all indicator lamps and switches.</li> </ul>				Y	

**Disclaimer** - This TDS is intended to provide guidance only to support Preventative Maintenance servicing activities. All TDS users are encouraged to read and understand the full [Conditions of Use](#) provided on the final page of this document and on the DPTI website.

For more information please contact the applicable Facilities Management Service Provider.



Government of South Australia  
Department of Planning,  
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	c) all isolating switches are in the 'ON' operating position. d) all fascia switches are in the 'AUTO' operating position.					
11	Check all wiring duct covers are fitted.				Y	
12	Check and record delay periods of time delays cut-in and cut-out conditions on pressure and temperature controls.				Y	
13	Check motor overload settings and compare with normal motor ratings.				Y	
14	Check operation of motor overloads and circuit protection devices. Temporarily wind down overload setting to check tripping.				Y	
15	Check & record motors operating current draw and compare with ratings.				Y	
16	Where fitted, check cabinet cooling fans for correct operation & cleanliness. Check condition of filter media and clean if necessary.				Y	
17	ANTI-CONDENSATION HEATERS (if fitted): a) Check the condition and operation of the heater/s. b) Check the condition and operation of the thermostat/s.				Y	
18	Provide written report on checks, tests and findings.				Y	
19	Record all results in log book.				Y	

**Special Comments and Technical Data**

WHERE SHUT DOWN OF SUPPLY IS REQUIRED FOR INSPECTION AND TESTING PURPOSES LIAISE AND CO-OPERATE WITH THE CLIENT IN ARRANGING DATES AND TIMES TO REDUCE TO A MINIMUM INTERFERENCE TO THE CLIENT'S OPERATIONS.  
ESTABLISH SAFE WORKING CONDITIONS FOR MAINTENANCE OF SWITCHBOARD, REFER TO AS2467.  
IT IS THE RESPONSIBILITY OF PERSON/S IN CHARGE OF THE MAINTENANCE WORK THAT THE FOREGOING PROVISIONS ARE COMPLIED WITH AND THAT THE PERSONNEL CARRYING OUT THE WORK ARE FULLY CONVERSANT WITH THE NATURE AND EXTENT OF THE WORK TO BE DONE AND WITH THE LOCATION OF EQUIPMENT WHICH WILL REMAIN 'LIVE' DURING THE WORK.  
D SERVICE ANNUAL  
SERVICING IS TO BE DONE IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.  
REFER TO AS3000 AND AS3439.1 FOR GENERAL INFORMATION.

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