

Electrical Guidelines



1. Unauthorized persons shall not make or attempt to make repairs to electrical equipment.
2. All unsafe cords, tools, and other equipment shall be reported immediately.
3. Avoid stepping on live lines of lighting units or trouble lights when lines are lying on floors.
4. Defective electrical cords or lines shall be replaced or repaired if possible.
5. Electric outlets shall not be overloaded. All outlets shall be grounded.
6. Outlets providing power to portable electric tools shall be equipped with ground fault interrupt when working in damp or wet conditions.
7. Doors or covers of electric panel boxes shall be kept closed.
8. Panel boxes with removed circuit breakers shall be equipped with protective closure caps.
9. When pulling fuses from fuse panel, fuse pullers shall be used.
10. Never substitute fuses with other materials to make a connection such as tin foil, coins etc
11. Never replace a fuse with a larger fuse than what was in unit prior to changing.
12. When opening or closing a switch in a panel box always stand to one side.
13. Never paint over or conceal panel boxes.
14. Electric panels shall be kept accessible. The area around boxes shall be kept clean and free of any flammable or combustible materials.
15. Do not store metal or conductive materials near panel boxes or lines.
16. All electric panels shall be labeled as to switch usage and as to what equipment or area that switch controls.
17. All electric switch panels shall be grounded.
18. When repairs or work is performed on panels, lockout procedures shall be used.