GRACE TECHNOLOGIES

Holiday Shutdown Electrical Maintenance Checklist

Use the year-end outage for the electrical work that can only happen with equipment de-energized.

Facility/Area: _____ Shutdown dates: _____ Prepared by _____

BEFORE THE SHUTDOWN

		Initials
	Run an infrared thermography scan under normal operating load	
	Turn scan findings into a prioritized work list	
	Review NFPA 70B condition ratings and flag overdue maintenance	
	Confirm documented LOTO procedures are current for every piece of equipment on the list	
	Check that test instruments are adequately rated and working, and that PPE is ready	
	Order spare parts and confirm contractor schedules	

DURING THE SHUTDOWN

		Initials
	Lock out every energy source according to your documented LOTO procedure	
	Test for absence of voltage at each point of work, phase-to-phase and phase-to-ground, with an adequately rated portable test instrument (NFPA 70E 120.6(7))	
	Verify the test instrument on a known voltage source before and after each test	
	Do not use a non-contact tester for this test on systems rated 1000 volts or less	
	Clean, inspect, and torque connections per manufacturer instructions	
	Complete scheduled insulation resistance and protective device testing	
	Replace damaged components found on the scan	
	Make sure every worker, including contractors, applies their own lock	

AFTER RESTART

		Initials
	Remove locks and re-energize according to your procedure	
	Rescan repaired connections under normal operating load	
	Update condition ratings and maintenance records for NFPA 70B	
	Log open items and schedule follow-up work	
	Set next year's maintenance schedule	

Completed by: _____ Date: _____ Open items _____

This checklist supports maintenance planning only. Always follow your facility's documented procedures, manufacturer instructions, and the current editions of NFPA 70E and NFPA 70B.

Watch critical connections between shutdowns with continuous thermal monitoring. graceport.com/continuous-thermal-monitoring