


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Electrical/Electronics	Procedure Number:	E-04
Subject:	Inspection of Electrical Receptacles	Effective Date:	January 1980
		Revised Date:	December 2019
Facilities Officer:		Reviewed Date:	February 2023

Standard Operating Procedure

All electrical receptacles will be inspected at regularly scheduled intervals.

Purpose

To ensure electrical and mechanical integrity.

Procedure

Annual:

1. External examinations:
 - a) Check for signs of damage to face of the device. If face is broken, the device should be replaced.
2. Check for correct wiring with a circuit tester.
3. If a G.F.I. type receptacle, a G.F.I. testing device will be utilized.
4. Report any unusual findings to the Electrical Manager.