

Goal:

To establish a procedure in the event of electrical breaker resets.

Scope:

To have a procedure for locating and resetting an electrical breaker:

1. Determining Location;
2. Reset Procedures;
3. Submit a Building Maintenance Report.



1.0 Determining Location

- 1.1 The electrical breaker box is located behind the grey metal door on the wall next to the back room door.

2.0 Reset Procedures

- 2.1 The dispatcher will locate the tripped breaker, fully open it and close it.
- 2.2 In the event the breaker fails to reset, the dispatcher will call the person in charge of building maintenance located in the Address Book.

3.0 Submit a Building Maintenance Report

- 3.1 The dispatcher will log on to the scheduling software and complete and submit the building maintenance report.
- 3.2 This information will also be recorded in the Communication Book.

