

Objective:

Objective of this note is to provide safety measures to be taken for the electrical system during current lock down of the office premises.

Brief for necessity of the electrical safety measures:

As we all are aware that the major fire hazards are attributed to electrical system failure. Few reasons are listed below for the immediate recap.

- Overheating due to leakage currents.
- Insulation failure of the electrical wiring, apertures.
- Overheating of the premises due to AC failures and improper ventilation of the electrical equipment / system.

Following steps can be taken as of now without modification to the electrical systems or providing any additional measures:

1. Ensure all non-critical, unused equipment's switch off power from mains, i.e main MCB's, distribution board.
2. Remove all unwanted temporary connections.
3. If the branch / office does not have any critical function, critical equipment's to be kept on, switch off the power from main switch, which is near the meter room or at least the main incomer of the premises.
4. If there are critical equipment's / process running in the premises, ensure that appropriate ventilation, cooling is provided to the electrical system. For example, UPS room to have proper cooling or ventilation as per manufacturers guidelines. Battery room to have proper cooling. Electrical room to have adequate ventilation so that the room does not get warm or heated up.
5. Ensure all the openings of the electrical room are appropriately closed / sealed to avoid the entry of rats, lizards which may cause the electrical accident or fire.
6. If the AC is running 24x7 make sure the cyclic timer is functioning properly, if cyclic timer is not functioning then the person (Security Guard) on duty should ensure that the AC's are working in shifts, as these small machines are not designed to work 24x7 .
7. If the critical rooms have AC's installed and if the temperature monitors are installed with remote alarm well and good , this will provide alarm in case of rise in temperature , if not get this done at the first opportunity , until such time let person on duty monitor the temperature at regular interval.
8. Check for water seepages if any on the electrical equipment's, ensure all the taps are closed.
9. Carry out the visual inspection of the equipment's, panels, DB's prior to leaving the office for any lose items, warmth.
10. If the Technician is there on site, ask him to monitor the voltages, since the usage of electricity is less, there are chances of over voltage. Report to the building facility team / supply company as may be appropriate.
11. If the DG set is there in premises, ensure that the fuel is properly stocked and kept clear from all potential fire igniting material.
12. Keep all the emergency phone number handy with the Technician / Guard with appropriate response arrangement.

13. Ensure Fire alarm system panel is healthy. If there is remote alarm connectivity test it before leaving the facility. If not there consider installing at the first opportunity so that it can come handy going forward.
14. Ensure all the fire extinguishers are appropriately filled and training given to the site staff, if the staff is available.
15. Write down Small SOP for the emergency, in case if the power is required to be switched off by the staff present on site. Let it be handy with Managers operating remotely (working from home.)
16. If possible, ask the support staff on site to start the air con, dg sets may be once in two days for duration of an hour or so.
17. One more important aspect will be restarting the systems post lock down, please ensure to follow appropriate recommissioning procedures to avoid any accidents.

Stay Home, Stay Feet, Stay Healthy, lets fight together !!

Do reach out to us for any help suggestions, support.

With Best Regards

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****Disclaimer:***

Notes provided are of generic nature, all the organizations are advised to consult professionals and take the appropriate action to suit their installations.

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