

The Leamington United Mennonite Home and Apartments

POLICY AND PROCEDURE

CATEGORY:
Administration

SUBJECT:
Breaker Reset

SECTION:
B
POLICY:
1

DATE:
April, 2014

Signature: _____
ADMINISTRATOR

BREAKER RESET

POLICY:

The Leamington Mennonite Home shall provide a procedure for resetting tripped breakers.

PROCEDURE:

When a circuit breaker turns off or trips, Leamington Mennonite Home Staff shall follow the following steps to reset the breaker:

- Go to the electrical service panel and identify the tripped breaker. The tripped breaker will be loose and/or in the “off” position (in middle position).
- If the tripped breaker can be easily identified, reset the breaker:
 - Stand on the right side of the panel door
 - With your left hand, push the lever all the way to the “off” position and then back fully to the “on” position. You will hear it click as it snaps into the “on” position.
 - If the breaker does not click back into the “on” position, please contact:
 - Director of Administrative Services – during business hours
 - Administrator – after hours
- If the tripped breaker cannot be easily identified as loose or in the “off” position, do not flip all breakers. Please contact:
 - Director of Administrative Services – during business hours
 - Administrator – after hours

Every time a breaker trips, the following are to be reported to the Maintenance Department in written form on a Maintenance Requisition:

- Responding Staff Member Name(s)
- Date/Time of Occurrence
- Location of Electrical Panel
- Breaker Number
- Locations Experiencing Loss of Power
- Possible Causes

The Maintenance Department will review each occurrence to ensure that:

- The panel is labelled correctly
- All required repairs and maintenance are completed