

Monthly Work Report for Engineering

Title:

Monthly Work Report – Electrical Maintenance

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Department:

Facilities Maintenance

1. Introduction

This report covers the electrical maintenance activities performed in October 2024, focusing on inspections, repairs, and preventive maintenance to ensure safe and efficient operation of all electrical systems.

2. Summary of Tasks and Activities

- **Routine Inspections:**
 - Conducted monthly inspections of circuit breakers, transformers, and main electrical panels across the facility.
 - Identified and replaced worn-out circuit breakers in the main control room.
- **Repairs and Troubleshooting:**
 - Repaired faulty wiring in the HVAC system and restored full functionality.
 - Addressed frequent power outages by recalibrating the generator backup system.
- **Preventive Maintenance:**

- Cleaned and tested all emergency lighting systems.
- Lubricated motor bearings and checked voltage levels for all motors.

3. Results and Achievements

- **Improved Reliability:** Reduced power outages by 30% through recalibrations and repairs.
- **Enhanced Safety:** Achieved full compliance with safety protocols, ensuring all systems are operating within specified parameters.
- **Reduced Downtime:** Completed preventive maintenance on schedule, preventing potential disruptions.

4. Challenges and Solutions

- **Challenge:** Delay in receiving replacement parts for the generator.
 - **Solution:** Implemented temporary power rerouting until parts arrived, minimizing downtime.

5. Upcoming Tasks

- **Electrical Panel Upgrade:** Begin replacement of outdated panels in Zone B next month.
- **Lighting Retrofit Project:** Plan for LED upgrades throughout the facility for energy efficiency.
- **Employee Training:** Schedule safety training for new maintenance staff on electrical hazard protocols.

