

# Monthly Work Report for Engineering

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**Title:**

Monthly Work Report – Electrical Maintenance

**Date:**

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**Prepared By:**

Michael Lee, Electrical Technician

**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- **Electrical Panel Upgrade:** Begin replacement of outdated panels in Zone B next month.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.



