Guide for Installation and Maintenance of New Electrical Switchboards

An Electrical Switchboard is one of the most important items installed within a building. No matter what size it is, it is important that your switchboard remains operational at optimal performance and remains safe, as hidden potential faults can have major impacts and could cause costly outages.

This guide has been prepared to assist with the receiving, installation, and ongoing routine maintenance of your new electrical switchboard.

When Receiving your New Switchboard and Installation

Caution and care are required when lifting and moving a switchboard, as these can be heavier than expected. For smaller switchboards, correct lifting techniques are essential to avoid injury. For larger switchboards, cranes, forklifts, or HI-AB trucks may be required and should be operated safely according to the switchboard design and construction.

If your switchboard arrives with packaging, ensure it is removed carefully without damaging the switchboard structure or paintwork. If installation is delayed after unpacking, the switchboard should be covered and protected from weather, dust, and moisture.

Checks should be completed before installation, as transport can sometimes cause components or connections to loosen. Inspect cabinets for visible damage and tighten electrical connections according to supplier recommendations.

During installation, ensure all seismic requirements, manufacturer instructions, and local regulations are followed. Proper fixing methods and installation positioning are critical for long-term performance and safety.

Maintenance and Inspection of your New Switchboard

Regular maintenance of your switchboard is essential to maximise equipment lifespan, maintain safety, and reduce the likelihood of unexpected downtime. Routine maintenance should be carried out at least every 12 months, or more frequently if required.

Maintenance should only be completed by experienced personnel in a safe environment while following all relevant safety precautions.

Regular Maintenance and Inspection should include:

- Visual inspections for obvious changes or damage.
- Internal cleaning to remove dust and foreign objects that may cause flashovers.
- Inspection of cable connections and condition of cabling.
- Checking busbars and bolted connections for hot spots and tightness.
- Inspection of electrical components, handles, and circuit breakers.
- Thermal imaging testing where appropriate.
- Checking door seals and ensuring moisture is not present.
- Ensuring all barriers and shrouds are secure and correctly fitted.
- Checking cabinet paint condition and signs of deterioration.
- Monitoring for abnormal noise or vibration.
- Maintaining clear service and inspection records.
- Updating spare parts lists as components change over time.