



**Minnesota State University, Mankato
November 3, 2017**

Compliant Electrical Work Procedures

The purpose of these procedures is to insure all requirements of the State of Minnesota electrical licensing statutes, rules and codes are appropriately met by Minnesota State University, Mankato staff as they complete any applicable work on campus facilities. These procedures are subject to modification to stay in compliance with the requirements and recommendations of the Minnesota Department of Labor and Industry through its regional and local representatives. This plan is in place as part of the agreed response to the January 30th, 2017 meeting with Minnesota Department of Labor and Industry, Electrical Codes Division.

Licensed Electricians Must:

1. maintain their electrical license in good standing;
2. be fully knowledgeable of and comply with all requirements of their license, including keeping a record of all electrical work done, and have an understanding of what type of work requires inspections by the local inspector;
3. inform the electrical supervisor on a regular basis (not less than weekly) of any work requiring inspection which has been requested, is in progress, or is ready for inspection;
4. participate in weekly meetings to review work completed to date as well as any backlog of work orders, and to coordinate inspection times; and,
5. know the difference between electrical maintenance and electrical work requiring inspection, and must request a Minnesota Department of Labor and Industry eTRAKiT ticket number for the work if one has not been provided. Barring a life-safety or emergency response situation, each work request should have an eTRAKiT number prior to the work taking place. For any emergency work completed, the electrician is responsible for follow up with the electrical supervisor to get an eTRAKiT ticket number in place as soon as possible after the emergency situation is resolved.

Electrical Supervisor Must:

1. maintain the master of record for electrical work in good standing;
2. be fully knowledgeable and comply with all requirements of his license including keeping a record of all electrical work done, and must have an understanding of what type of work requires inspections by the local inspector;
3. keep copies of all work logs from all campus electricians;
4. use the Minnesota Department of Labor and Industry eTRAKiT electrical permit system and coordinate with the local electrical inspector to insure open tickets are maintained for applicable work;
5. provide a monthly verification report to the AVP of Facilities Management that included the following information:
 - a. Copies of staff work log sheets for electrical work completed for the month.

- b. eTRAKiT permit ticket numbers assigned to each line of applicable electrical work on the work logs.
 - c. Print out of completed tickets from the eTRAKiT system.
 - d. Report shall be clearly broken out by electrical staff member.
6. coordinate inspections with the local electrical inspector;
7. participate in all electrical inspections, and include the applicable electrical staff member with the visual inspection portion of the permit process; and,
8. upon mutual agreement with the local electrical inspector (subject to change at the inspector's request), electrical work requiring inspection will be divided into two categories: **Routine Maintenance** will be assigned a general eTRAKiT number. This type of work is not concealed and can be reasonably inspected as a group at a later time to be coordinated with inspector. These inspections will take place once a month or when a full day of inspections is ready to complete – whichever comes first; and, **Standard Permit** for project work or work to be concealed and requires an inspection prior to being concealed. The electrical supervisor will pull a separate eTRAKiT ticket for this type of work, and will coordinate the inspection with the electrician to insure the work can proceed on schedule.