

Berry Bros. General Contractors, Inc. Standard Operating Procedures for Assembling and Installing a Junction Box

Prior to starting work the following safety guidelines should be followed:

- Don appropriate PPE (Gloves, Hardhat, Steel Toe Boots, Eye Protection, and Hearing protection if required)
- Workplace should be clear and free of any items that could create possible slips and or trips, or introduce debris to the environment and remain in this condition throughout the duration of the job.

Begin with the removal of the back plate from the junction box. Next remove the provided knockout holes to the required size of the cable connector coming into the box, or using a knockout set or step-bit create the holes required. Be mindful of sharp edges and if using a power drill refer to a drilling SOP.

Lay out your back-plate in accordance with the drawings provided by the client. Affix required component mounts and/or wire duct such as Din Rails and Panduit to the junction box back-plate. Once the component mounts and wire duct are installed to the back-plate the electrical components such as relays and terminal blocks can be installed onto the din rail.

After all electrical components have been mounted to the din rail, and the wire duct has been installed in accordance with provided drawings the back-plate may be installed into the junction box using the provided hardware. The back-plate should be securely fastened so as not to allow movement or vibration.

All cable connectors entrance hubs and cable connectors can now be installed.

Once the back plate is fastened to the junction box, and cable connectors and entrance hubs are installed the junction box should be mounted in accordance with the drawings provided by the client.

Once the junction box is mounted in accordance with the client provided drawings all cables can be brought into their designated cable connector, sealed if applicable, and terminated to their appropriate terminal block/relay. All wires should be appropriately labeled per the NEC and client drawings, and routed in a neat workmanlike manner using the appropriate wiring duct.

The outside of all junction boxes should be appropriately labeled with labels that are in compliance with the client's size and coloring requirements.