Electrical inspection checklist

01 The visit

Building or area

Date

Checked by (printed name)

02 Panels and disconnects

8 checks

CHECK	OK	FAIL	NOTE
Working space in front of each panel: at least 3 feet (0.9 m) deep up to 150 volts to ground, more at higher voltage; at least 30 inches (762 mm) wide or the equipment's width; room for the door to open 90 degrees	☐	☐	
Headroom over the working space, in installations from August 13, 2007 on: at least 6.5 feet (1.98 m)	☐	☐	
Doors, covers and dead fronts closed and fastened; no open breaker slots or knockouts	☐	☐	
Junction and pull boxes have their covers	☐	☐	
Circuit directory filled in and legible; each disconnect marked with what it feeds	☐	☐	
Arc flash warning label on equipment likely to be worked on while energized	☐	☐	
Signs of heat: scorch marks, discolored or bulging covers, a hot smell, buzzing or crackling	☐	☐	
Electrical room: dry, no leaks overhead, not used as a storeroom, door closed	☐	☐	

03 Cords, plugs and receptacles

7 checks

CHECK	OK	FAIL	NOTE
Extension cords used only for temporary work	☐	☐	
Cords and plugs	☐	☐	
Power strips	☐	☐	
Receptacles: face plates on, plugs grip firmly	☐	☐	
Outdoor and wet-area receptacles	☐	☐	
GFCI receptacles and breakers: press Test, confirm power is off, press Reset	☐	☐	
Receptacles in shop and kitchen areas checked with a plug-in tester, quarterly	☐	☐	

04 Lighting, exit signs and emergency lights

5 checks

CHECK	OK	FAIL	NOTE
Exit routes lit so a person can see along them	☐	☐	
Exit signs lit and visible	☐	☐	
Battery emergency lights and exit signs: 30-second test on battery	☐	☐	
Battery emergency lights: 90-minute test	☐	☐	
Light fixtures	☐	☐	

05 Yearly, by a qualified person

5 checks

CHECK	OK	FAIL	NOTE
Infrared scan of switchgear, main panels, motor control centers and transfer switches, under normal load	☐	☐	
Hot spots and loose connections fixed with the equipment locked out and tested dead	☐	☐	
Breakers operated, enclosures cleaned and connections checked as the maker says	☐	☐	
Panel schedules and the one-line diagram updated after any change	☐	☐	
Arc flash risk assessment still current	☐	☐	

06 Defects and sign-off

Defects found, or no defects

Work orders written

Signature