

Electrical preventive maintenance checklist

Electrical systems drift out of spec quietly, a failed fitting here, a tripped device there, until the callback or the failure makes it loud. This recurring maintenance checklist catches the drift early, with photo evidence that proves the round actually happened. Work is commonly verified against NEC (NFPA 70). Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The facilities electrician or service tech on a scheduled maintenance round. When: Quarterly or semi-annually in occupied space, aligned with the building's maintenance calendar and any warranty requirements.

Panels and distribution

- ☐ **Panel interiors inspected for heat, corrosion and debris**
Discoloration at lugs, rust trails, dust or pests inside the enclosure. 2 photos required
- ☐ **Working clearances in front of panels maintained**
No storage in the clearance zone; floor marking still visible where it exists. 1 photo required
- ☐ **Directories still accurate after tenant changes**
Spot-check breakers against the directory; update labels where loads have moved. 1 photo required
- ☐ **Infrared survey findings reviewed and ticketed**
Where infrared scanning is in the maintenance scope, the qualified person's latest survey report is on file and each flagged panel or lug has a work order. No photo required
- ☐ **Dead fronts, latches and fillers still in place**
All dead-front screws present, doors latch or lock, no open breaker spaces or knockouts since the last round. 1 photo required

Devices and life safety

- ☐ **GFCI devices tested at wet and exterior locations**
Test/reset each device; replace any that fail to trip. 1 photo required
- ☐ **Exit and emergency lighting on and undamaged**
Test function where equipped, lenses intact, no blocked egress lighting. 2 photos required
- ☐ **Damaged devices, plates and cords replaced**
Cracked plates, warm receptacles, daisy-chained strips documented and corrected. 1 photo required
- ☐ **Wet-location covers and gaskets intact**
In-use covers close, gaskets seal, no water staining or corrosion inside exterior boxes and fixtures. 1 photo required
- ☐ **Occupant-reported electrical issues reviewed and closed**
Work orders for tripped breakers, flickering lights or dead outlets since the last round each show a closing action. No photo required

Service equipment and records

- ☐ **Electrical rooms dry with doors closing and latching**
No roof or pipe leaks, condensation or pests in the electrical room; the door closes and latches and the room lighting works. 1 photo required
- ☐ **Surge device status indicators showing protected**
Where panel-mounted surge protective devices are installed, indicator lights read normal; any showing failed are flagged for replacement. No photo required

- ☐ **Grounding electrode connection at the service intact**
Grounding electrode conductor and its clamp at the water pipe, rod or service still attached, tight and uncorroded; any clamp removed during plumbing work restored. 1 photo required
- ☐ **Last round's open items rechecked**
Each deficiency from the previous maintenance round marked closed or carried forward with a reason. No photo required