

Panelboard annual maintenance checklist

The annual panelboard service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against NFPA 70B, NEC (NFPA 70). Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The facility electrician recording the inspection during a planned outage, torquing and inspecting while the testing firm performs the electrical tests on the panel. When: Once a year during a scheduled shutdown, coordinated with the NETA technician so the panel is locked out and the interior opened while it's dead, then tested before the dead-front goes back on.

Isolation and cleaning

- ☐ **Panel locked out and verified dead**
Feed isolated upstream, absence of voltage tested at the bus, lockout applied before the interior is exposed. 2 photos required
- ☐ **Interior cleaned and inspected**
Compartment vacuumed clean, bus and insulators free of dust and moisture staining, no evidence of arcing, tracking or pest intrusion. 2 photos required

Connections and devices

- ☐ **Feeder and branch connections checked to torque**
Main lugs, bus connections and branch breaker terminations checked with a torque wrench to the listed value, discolored or loose ones noted. 2 photos required
- ☐ **Breakers seated and exercised where appropriate**
Breakers firmly on the stabs, spare and infrequently operated breakers exercised open-to-closed where the maintenance plan calls for it, no cracked cases. 1 photo required

Testing observed and recorded

- ☐ **NETA electrical tests witnessed and logged**
Insulation-resistance and any breaker or ground-continuity results from the testing tech recorded against the panel, anything out of range flagged before re-energizing. 2 photos required