READY TO INSPECT — FIELD CHECKLIST

Panelboard quarterly maintenance checklist

A quarterly panelboard round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. 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 on the quarterly round, checking the panel energized with the dead-front in place. When: Every quarter, and again whenever a circuit has been added or re-fed so the directory doesn't drift out of date between rounds.

Before opening the trim door

- [ ] Panel name, source and arc-flash label legible
  Panel name, the source it is fed from, voltage and arc-flash label readable on the door, matching the name used in the directory and on the drawings.
  1 photo required
- [ ] Only the hinged trim door opened, dead-front kept on
  Only the door over the breaker handles opened as the site's procedure allows, dead-front screws left alone, and PPE taken from the site's arc-flash risk assessment.
  No photo required

Identification and access

- [ ] Circuit directory legible and current
  Every breaker keyed to a directory entry that matches what it actually feeds, spares marked as spare, handwriting still readable.
  1 photo required
- [ ] Required working clearance kept clear
  Floor space in front of the panel open and unobstructed, nothing stored, parked or leaned against the dead-front.
  1 photo required

Breakers and heat

- [ ] Breaker condition and handle position checked
  No breaker tripped or sitting mid-trip, handles firm, no scorch, discoloration or burnt smell at the dead-front slots.
  2 photos required
- [ ] Breaker ratings read against the panel schedule
  Handle ratings and pole counts match the directory and panel schedule, with no breaker swapped for a larger one than the schedule shows.
  1 photo required
- [ ] Handle ties in place where circuits share a neutral
  Where single-pole breakers serve circuits sharing a neutral, a listed handle tie joins them, not wire or tape; panels without such circuits record none.
  No photo required
- [ ] Trips and resets since the last round asked about
  Owner or occupants asked which breakers have tripped or been reset since the last round, each one listed for a closer look in the scan and at the outage.
  No photo required
- [ ] Dead-front scanned for connection heat
  Thermography or a non-contact scan across the dead-front and any accessible terminations, no single breaker or lug reading hot against its neighbors.
  2 photos required

Enclosure and grounding

- [ ] Dead-front and covers secured
  Dead-front and door fastened, no missing screws, no open breaker spaces left without filler plates.
  1 photo required

- [ ] Ground and neutral bonding intact where visible
  Ground and bonding conductors seen only where visible with the trim door open, no corrosion at the enclosure, and tightness left to the annual outage check.
  1 photo required
- [ ] Enclosure checked for water, rust and staining
  No water trails, rust or staining on the enclosure or conduit entries, and no pipe, roof or condensate leak above the panel.
  1 photo required
- [ ] Unused knockouts closed and connectors tight
  Every unused knockout plugged, conduit and cable connectors tight at the enclosure, and no open hole a finger or pest could get through.
  1 photo required
- [ ] Findings passed to the owner for the outage list
  Each hot reading, wrong directory entry, missing filler or tie reported to the owner with the photo or image that shows it, and added to the next outage scope.
  No photo required