

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 When: Every quarter, and again whenever a circuit has been added or re-fed so the directory doesn't drift out of date between rounds.

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
- ☐ **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**
Equipment ground and any bonding jumper landed and tight where they can be seen without pulling the interior, no corrosion at the enclosure. 1 photo required