



ELECTRICAL INSPECTION CHECKLIST

Facility: _____ Department _____ Date _____

Production Areas:

Disconnects have proper covers & covers closed & fastened	All seal tight & properly fitted
No flexible cords taped or showing signs of wear	No exposed wires on equipment
Emergency stop devices work	All controls function properly
Indicator lamps operating	Electrical cords do not hang on pipes, nails, hooks
Unused openings are plugged	No cords pass through walls, ceiling, doors or windows
Switches & circuit breakers labeled	Electrical panels accessible

Electrical Rooms:

Boxes & Cabinets labeled	Motor control doors/covers closed and latched
All equipment doors of original design	Disconnect arms operate breakers properly
Floors dry	Rubber mats in place
High Voltage Signs Posted	Restricted Access to Room
No signs of deterioration of equipment	Emergency lighting works properly
No Storage in Electrical Room	Ventilation adequate for heat load

Maintenance Shop:

Power cords grounded	No sign of equipment deterioration
No power cords are taped	Plugs properly attached to cords
No broken/cracked handles	Tool Switches operate properly
Extension cords not used for power bench tools	Equipment work lights operate properly
Controls work properly	Auto shut off features work

Office, Labs, Laundry, Breakrooms:

Power cords arranged in a neat and unobtrusive manner	Electric heaters unplugged at the end of the day
No cords strung along walkways	Power outlets and electrical devices covered
Coffee pots / warmers turned off at end of the day	Outlets within 6 feet of sinks ground fault protected
On/Off switches function properly on all equipment	Power panels accessible (2 feet on each side and 4 feet in front)