

ELECTRICAL TRIM OUT CHECKLIST

Technician Name: _____

Date: _____

Job Location/Address: _____

Project/Job Number: _____

1. General Pre-Trim Tasks

- Verify all necessary materials and fixtures are on-site and organized.
- Ensure power is off before beginning work.
- Confirm all circuit wiring and boxes are free of debris, dust, or obstructions.
- Label all circuits clearly on the panel for future reference.
- Inspect drywall cuts and boxes for flush fit and correct placement.

2. Electrical Devices Installation

Outlets (Receptacles)

- Check that all outlets are securely mounted, with no wobbling or looseness.
- Verify correct orientation of outlets (ground down, per code).
- Ensure GFCI outlets are installed where required (bathrooms, kitchens, garages, etc.).
- Test each GFCI outlet using a tester to confirm proper function.
- Confirm that tamper-resistant outlets are installed where required (residential areas).
- Check outlet covers for proper fit and alignment.

Switches

- Install switches (single pole, three-way, dimmer, etc.) in the correct locations.
- Verify switch orientation (ON position is up).
- Test functionality of all switches (including three-way switches).
- Check dimmer switches for smooth operation.
- Ensure switch plates are aligned and secured properly.

3. Light Fixtures and Ceiling Fans

Light Fixtures

- Install light fixtures according to the manufacturer's instructions.
- Verify correct bulb type and wattage for each fixture.
- Ensure light fixtures are securely mounted.
- Test all lights to confirm they are wired and functioning properly.
- Check for consistent light operation with switches and dimmers.

Ceiling Fans

- Install ceiling fans securely with appropriate bracing.
- Confirm fan blades are balanced and level.
- Test fan operation at all speed levels.
- Ensure fan light kits (if applicable) are wired correctly and functional.

4. Panel and Circuit Breakers

- Confirm all circuits are labeled properly.
- Verify that arc fault breakers (AFCI) are installed where required (bedrooms, etc.).
- Ensure ground and neutral wires are connected correctly in the panel.
- Confirm no tripped breakers during the trim-out process.
- Check that there is no exposed wire or improper connections in the panel.

5. Specialty Devices

Smoke and Carbon Monoxide Detectors

- Install smoke detectors in required locations (bedrooms, hallways, etc.).
- Install carbon monoxide detectors near sleeping areas and any fuel-burning appliances.
- Test each detector for functionality.
- Confirm interconnected detectors (if applicable) communicate properly.

Doorbells/Chimes

- Install doorbells or chimes as per client requirements.
- Verify functionality of doorbells, including any video or smart doorbell systems.

Thermostats

- Install thermostats in appropriate locations (away from heat sources and drafts).
- Test thermostat for proper operation with HVAC system.

6. Grounding and Bonding

- Verify all ground wires are connected properly in all boxes.
- Confirm metal boxes are grounded as per code.
- Ensure all devices with grounding screws have been properly grounded.
- Check bonding between the water system and electrical system (if applicable).

7. Final Checks

- Perform final walk-through to ensure all trim-out components are installed and functioning.
- Test each circuit and device to confirm proper operation.
- Ensure all outlet and switch plates are aligned and free of paint, debris, or damage.
- Conduct a full test of the electrical system, including AFCI/GFCI protection devices.
- Verify no exposed wiring or loose connections.

8. Client Sign-off & Handover

- Walk the client through the system, explaining the functionality of outlets, switches, lights, and breakers.
- Provide instructions or documentation for any smart or programmable devices (thermostats, doorbells, etc.).
- Hand over warranties and any manuals for installed devices.

Technician Signature:

Client Signature: