

# ELECTRICAL PREVENTIVE MAINTENANCE CHECKLIST

Building Name:	
Location:	
Date of Inspection:	
Inspector Name:	
Inspector Signature:	

## Panelboards, Switchboards, and Breaker Cabinets

- Visually inspect for physical damage, corrosion, or moisture
- Check enclosure integrity and verify tight seal on doors/covers
- Inspect bus bars for pitting, arc marks, or discoloration
- Tighten all terminations to manufacturer-recommended torque values
- Exercise (open/close) main and feeder breakers
- Check for proper labeling of all circuits
- Confirm adequate working clearance and unobstructed access
- Verify bonding and grounding continuity
- Use IR (infrared) thermography to detect abnormal heat signatures
- Clean all dust, dirt, and debris from interior and surroundings

## Receptacles, Outlets, and Branch Circuits

- Test all receptacles for proper voltage and polarity
- Check GFCIs and AFCIs for correct trip and reset operation
- Inspect outlet covers and physical condition of faceplates
- Verify amperage of circuits matches breaker ratings
- Confirm receptacles are securely mounted and not loose
- Ensure no signs of overheating or discoloration

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## Overcurrent Protective Devices (OCPDs)

- Inspect circuit breakers for wear, corrosion, and tightness
- Test protective relays (if installed)
- Review time-current coordination settings if adjustable
- Exercise (trip/reset) mechanical breakers per manufacturer spec
- Replace any expired or tripped fuse devices

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## Grounding & Bonding System

- Visually inspect all grounding electrodes, clamps, and conductors
- Verify grounding continuity between panelboards and equipment
- Confirm water pipe bonding is intact
- Check that bonding jumpers are correctly sized and connected
- Perform ground resistance test (if required) and record ohms: \_\_\_\_\_

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## Transformers and Disconnects

- Inspect transformer enclosure for cleanliness and secure covers
- Check secondary grounding
- Ensure disconnects are labeled and operable
- Test disconnect switch for proper function and wear
- Check for oil leaks or unusual humming (for liquid-cooled units)

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## Emergency Power Systems

- Start and test generators under load (manual or automatic transfer)
- Check fuel levels, filter condition, and oil level
- Inspect ATS (Automatic Transfer Switch) for proper function
- Verify emergency lighting circuits are operational
- Confirm proper signage and test logs available

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## UPS & Battery Backups

- Inspect batteries for corrosion, swelling, or leaks
- Test voltage levels across terminals and compare to specs
- Confirm ventilation and spacing are adequate
- Perform load test (if applicable) and record run time: \_\_\_\_\_

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## Lighting and Controls

- Verify functionality of all interior/exterior lights
- Inspect and test motion sensors, dimmers, and time clocks
- Replace expired lamps and ballasts
- Confirm exit/emergency lights are tested and documented
- Record illumination levels (lux) where required: \_\_\_\_\_

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## Additional Comments

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