

# Electrical Inspection Checklist

Facility	Department	Date
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Production Areas		
	Disconnects have proper covers & covers closed & fastened	All sealed 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

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Office, Labs, Laundry, Breakrooms			
	Power cords arranged in a neat and safe 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)