

Monthly & Annual Electrical Inspections

Location _____ Building _____
Year _____ Month _____ Inspector Name _____

Outlets

- Check for outlets that have loose-fitting plugs, which can overheat and lead to fire.
- Replace any missing or broken wall plates.
- Make sure there are safety covers on all unused outlets that are accessible to children.

Line Cords

- Make sure cords are in good condition-not frayed or cracked.
- Make sure they are placed out of traffic areas.
- Make sure that cords are not nailed or stapled to the wall, baseboard or to another object.
- Make sure that cords are not under carpets or rugs or any furniture rests on them.

Extension Cords

- Check to see that extension cords are not overloaded & only be used on a temporary basis, not as permanent wiring.
- Make sure extension cords have safety closures to help protect children from shock hazards and mouth burns.

Plugs

- Make sure your plugs fit securely into your outlets.
- Make sure no plugs have had the ground pin (the third prong) removed in order to make a three-prong fit a two-conductor outlet; this could lead to an electrical shock.
- Never force a plug into an outlet if it doesn't fit.
- Avoid overloading outlets with too many appliances.

Ground Fault Circuit Interrupters (GFCIs)

GFCIs can help prevent electrocution. When a GFCI senses current leakage in an electrical circuit, it assumes a ground fault has occurred. It then interrupts power fast enough to help prevent serious injury from electrical shock. GFCIs can be installed at the outlet, or as a replacement for the circuit breaker for an entire circuit at the fuse box.

- Boilers Bathrooms Kitchen Laundry Room Garage Outdoors
- Test GFCIs according to the manufacturer's instructions monthly and after major electrical storms to make sure they are working properly.

Light Bulbs

- Check the wattage of all bulbs in light fixtures to make sure they are the correct wattage for the size of the fixture.
- Replace bulbs that have higher wattage than recommended; if you don't know the correct wattage, check with the manufacturer of the fixture.
- Make sure bulbs are screwed in securely; loose bulbs may overheat.

Circuit Breakers/Fuses

- Make sure circuit breakers and fuses are the correct size current rating for their circuit. If you do not know the correct size, have an electrician identify and label the size to be used. Always replace a fuse with the correctly specified size fuse.
- Make sure the staffs knows where the main breaker is located and how to shut of power to the entire building.

Plug In Appliances

- Make sure there are no plugged-in appliances where they might fall in contact with water. If a plugged-in appliance falls into water, NEVER reach in to pull it out—even if it's turned off. First turn off the power source at the panel board and then unplug the appliance. If you have an appliance that has gotten wet, don't use it until it has been checked by a qualified repair person.

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Appliances

- If an appliance repeatedly blows a fuse, trips a circuit breaker or if it has given you a shock, unplug it and have it repaired or replaced.

Entertainment/Computer Equipment

- Check to see that the equipment is in good condition and working properly. Look for cracks or damage in wiring, plugs and connectors.
- Use a surge protector bearing the seal of a nationally recognized certification agency.

Outdoor Safety

- Electric-powered mowers and other electric tools should not be used in the rain, on wet grass or in wet conditions.
- Inspect power tools & electric lawn mowers before each use for frayed power cords, broken plugs & cracked or broken housings. If any part is damaged, stop using it immediately. Repair it or replace it.
- Always use an extension cord marked for outdoor use and rated for the power needs of your tools.
- Remember to unplug all portable power tools when not in use.

Lightning

- During an electrical storm, do not use appliances (i.e., hairdryers, toasters and radios) or telephones (except in an emergency); do not take a bath or shower.
- Keep batteries on hand for flashlights and radios in case of a power outage.
- Use surge protectors on electronic devices, appliances, phones, fax machines and modems.

Space Heaters

- Space heaters are meant to supply supplemental heat. Keep space heaters at least 3 ft. away from any combustible materials such as bedding, clothing, draperies, furniture and rugs.
- Don't use space heaters in rooms where children are unsupervised and remember to turn off and unplug when not in use.
- Do not use space heaters with extension cords; plug directly into an outlet on a relatively unburdened circuit.

Halogen Floor Lamps

- Halogen floor lamps operate at much higher temperatures than a standard incandescent light bulb. Never place a halogen floor lamp where it could come in contact with draperies, clothing or other combustible materials.
- Be sure to turn the lamp off whenever you leave the room for an extended period of time.

Licensed Electrician

Annual Infrared Thermographic Survey

Annual Exercise Circuit Breakers

Date _____ Inspector _____ Date _____ Inspector _____