**ELECTRICAL SAFETY CHECKLIST**

**NAME:             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
**LOCATION:    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
**DATE:             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YES      NO**

 **INSTALLATION, HOUSEKEEPING, MAINTENANCE**

\_\_\_\_    \_\_\_\_   1. Are switches, outlets and junction boxes of sufficient size to provide space for conductors?
\_\_\_\_    \_\_\_\_   2. Are gaps at box or fitting edges no greater than ⅛”?
\_\_\_\_    \_\_\_\_   3. Is electrical equipment clean?
\_\_\_\_    \_\_\_\_   4. Are panel boards and switches provided with enough working space and access?
\_\_\_\_    \_\_\_\_   5. Are working spaces around switchboard and service equipment well lighted?
\_\_\_\_    \_\_\_\_   6. Is electrical equipment free of hazards (ie. broken wires, plugs)?
\_\_\_\_    \_\_\_\_   7. Are attachment plugs and connections of 15 & 20 amp a dead front construction?
\_\_\_\_    \_\_\_\_   8. Do you enclose and isolate the electrical equipment parts that easily produce sparks from combustible and flammable materials?
\_\_\_\_    \_\_\_\_   9. Are panel boards, switches, etc. properly covered or isolated?
\_\_\_\_    \_\_\_\_   10. Are service, feeder and branch circuits legibly marked to indicate their purpose?
\_\_\_\_    \_\_\_\_   11. Is electric equipment marked with the manufacturers name or trademark?
\_\_\_\_    \_\_\_\_   12. To prevent entry by unauthorized person, are doors to vaults, equipment rooms kept locked at all times?
\_\_\_\_    \_\_\_\_   13. Is electric equipment operating at 50 volts or more properly guarded?
\_\_\_\_    \_\_\_\_   14. Are all conductors joined or spliced with devices suitable for use?

                           **OVERCURRENT DEVICES**

\_\_\_\_    \_\_\_\_   1. Are overcurrent devices accessible?
\_\_\_\_    \_\_\_\_   2. Are circuit breakers and fuses shielded to avoid injury?

                            **GROUNDING**

\_\_\_\_    \_\_\_\_   1. Are circuits, equipment, and enclosure paths to the ground permanent and continuous?
\_\_\_\_    \_\_\_\_   2. Are exposed, noncurrent carrying metal parts of fixed equipment which may become energized, grounded?
\_\_\_\_    \_\_\_\_   3. Are cable, joints, conduit, etc in proper grounding, and free from rust and corrosion?
\_\_\_\_    \_\_\_\_   4. In connecting grounding conductors and bonding jumpers, do you use an exothermic welding or any listed means?

                           **PORTABLE TOOLS**

\_\_\_\_    \_\_\_\_   1. Are portable tools properly grounded?
\_\_\_\_    \_\_\_\_   2. Is the use of attachment plug suitable for its condition and location?
\_\_\_\_    \_\_\_\_   3. Are grounded prongs present?
\_\_\_\_    \_\_\_\_   4. Are cords in good condition?
\_\_\_\_    \_\_\_\_   5. Do you use a green-colored rigid ear, lug, or similar device for grounding
adapters?

                           **TEMPORARY WIRING**

\_\_\_\_    \_\_\_\_   1. Is the use of temporary wiring under 90 days, and used only during maintenance or for experimental use?
\_\_\_\_    \_\_\_\_   2. On all temporary wiring for 15 and 20 ampere 125 volt single phase receptacles, is GFCI being used?

                           **FLEXIBLE CORDS**

\_\_\_\_    \_\_\_\_   1. Do you refrain from using flexible cords as a substitute for fixed wiring?
\_\_\_\_    \_\_\_\_   2. Do you refrain from running any flexible cords through a wall, floor or similar opening?

\_\_\_\_    \_\_\_\_   3. Do you ensure that there are no flexible cords attached to a building surface?
\_\_\_\_    \_\_\_\_   4. Do you use flexible cords in continuous lengths without splice or tap?
\_\_\_\_    \_\_\_\_   5. Do you ensure that no recognized hazards are present in flexible cords?
\_\_\_\_    \_\_\_\_   6. Is the strain relief, present for the use of flexible cords, attached to plugs?
\_\_\_\_    \_\_\_\_   7. Are portable headlamps guarded and equipped with insulating material?

                          **BOXES, ENCLOSURES and WIRING METHODS**

\_\_\_\_    \_\_\_\_   1. Are boxes and enclosures securely fastened?
\_\_\_\_    \_\_\_\_   2. Are cable and conduit securely supported?
\_\_\_\_    \_\_\_\_   3. Are conduit, cable, boxes and enclosures free of hazards?

 **LIGHTING FIXTURES**

\_\_\_\_    \_\_\_\_   1. Are overhead lights secured?
\_\_\_\_    \_\_\_\_   2. Are lightings mounted away from combustible materials?

                           **APPLIANCES**

\_\_\_\_    \_\_\_\_   1. Do you ensure that combustible materials are away from electrically heated appliances?

                          **HAZARDOUS LOCATIONS**

\_\_\_\_    \_\_\_\_   1. Do you ensure that only electrical equipments designed for hazardous area are used in such locations?