

Electrical Rooms: Monthly Walk



COMPLIANCE CHECKLIST

Keep electrical rooms clear, dry and lit, and know when the infrared scan is due. Staff look; only a qualified electrician opens equipment.

CODE NFPA 70, National Electrical Code, section 110.26: the working space in front of electrical equipment must stay clear and may not be used for storage. NFPA 70B (Standard for Electrical Equipment Maintenance, a mandatory standard since the 2023 edition) covers the maintenance program, including infrared scans. Your local authority decides which editions apply.

PROPERTY		BUILDING / LOCATION		DATE		PERFORMED BY		NEXT DUE	
#	Check	FREQUENCY	OK	ACTION	DUE	DONE	OPEN	NOTES	
1	Nothing stored in the electrical room. Period. No boxes, decorations, carpet, ladders or leftovers.	Monthly	☐	☐					
2	Nothing in front of any panel or switchgear	Monthly	☐	☐					
3	Door closes and locks; "Electrical Room" sign on the door	Monthly	☐	☐					
4	Lights work, including the emergency light	Monthly	☐	☐					
5	Room is dry: no water on the floor, no drips from above, no condensation	Monthly	☐	☐					
6	No burning smell, buzzing, or heat you can feel from a cover	Monthly	☐	☐					
7	Panel and switchgear covers on, no open knockouts or missing blanks	Monthly	☐	☐					
8	Panel directories filled in and readable	Monthly	☐	☐					
9	Room temperature normal (not hot)	Monthly	☐	☐					
10	Infrared scan by a qualified contractor: last date _____, next due _____	Yearly	☐		☐				
	10a Findings from the last scan repaired					☐	☐		

- If Action:**
 - Storage in the room: clear it the same day.
 - Infrared scan overdue: put it in next year's budget now.
- WHAT TO DO**
 - Storage in the room: clear it the same day.
 - Infrared scan overdue: put it in next year's budget now.
- CALL A LICENSED VENDOR WHEN**
 - Water, a burning smell, buzzing, or a hot cover: keep people out, don't open anything, and call a licensed electrician now.
 - Missing covers or open knockouts: electrician only.

Note: Never open a panel or switchgear unless you're qualified for that work and wearing the right protection.

INITIALS	SUPERVISOR REVIEW	DATE

