

# Electrical Equipment Maintenance Checklist for Safety Compliance

Regular **electrical equipment maintenance** is essential to ensure safety compliance and prevent hazards. This checklist helps identify potential issues early, ensuring that all electrical devices function correctly and safely. Adhering to it reduces downtime and protects both personnel and property.

## General Inspection

- ☐ Inspect power cords, plugs, and connectors for damage or wear.
- ☐ Check that all equipment is properly grounded.
- ☐ Look for signs of overheating, discoloration, or unusual smells.
- ☐ Ensure electrical panels are unobstructed and clearly labeled.

## Operational Checks

- ☐ Test safety devices (GFCIs, circuit breakers, fuses) to ensure proper operation.
- ☐ Verify all warning labels and instructions are visible and legible.
- ☐ Confirm that emergency shut-off switches and procedures are accessible.

## Cleaning & Housekeeping

- ☐ Remove dust, dirt, and debris from electrical devices and enclosures.
- ☐ Keep all vents and fans free from obstructions.
- ☐ Ensure surrounding areas are dry and clean to prevent moisture-related hazards.

## Recordkeeping

- ☐ Log all inspections, findings, and corrective actions taken.
- ☐ Maintain maintenance schedules and calibration certificates for critical equipment.

**Note:** Only trained and authorized personnel should perform electrical maintenance. Report any deficiencies or unsafe conditions immediately.