Commercial Electrical Maintenance Checklist

Facility walkthrough and corrective action planning

Facility / site: _____ Date: _____

Manager / contact: _____ Reviewed by: _____

VISUAL WALKTHROUGH

Observe from a safe location. Do not open energized equipment.

AREA / SYSTEM	CHECK	REVIEW
Electrical rooms	Clear access; no water, storage or odor	☐
Panelboards / enclosures	Visible damage, corrosion or missing labels	☐
Breakers and circuits	Unexpected trip history or repeat outages	☐
Outdoor equipment	Seal integrity, rust, salt or water entry	☐
Standby power / ATS	Alarms, test records and condition	☐
Exit / emergency lighting	Test records and visible lamp condition	☐
GFCI / surge protection	Status indicators and required records	☐
Recent building changes	New loads, tenants or undocumented circuits	☐

PRIORITY / FOLLOW-UP NOTES

Stop and obtain qualified help for heat, burning odor, damaged equipment or floodwater.

These checks do not replace manufacturer instructions or applicable electrical standards.

Maintenance Planning and Records

Equipment details, inspections, corrective work and next review

Equipment: _____ Asset ID / location: _____

Manufacturer / model: _____ Critical operations served: _____

SERVICE RECORD

DATE	INSPECTION / TEST	FINDING / ACTION	NEXT REVIEW

PLAN THE NEXT REVIEW

Condition / environment: _____

Qualified technician / next task: _____

Next review target: _____

Set intervals from condition, manufacturer guidance, criticality, and applicable requirements.

Do not treat this worksheet as a fixed testing schedule.