

Clarksville-Montgomery County School System Electrical Inspection Checklist

Department: _____ Date: _____

Location: _____

PRODUCTION AREAS:	YES / NO:	Comments and Recommendations:
1. Do all means of disconnects have proper covers and are the covers closed?	Yes___ No___	_____
2. Are all seals tight and properly fitted?	Yes___ No___	_____
3. Are any flexible cords taped or showing signs of wear?	Yes___ No___	_____
4. Are there any exposed wires on equipment?	Yes___ No___	_____
5. Do all emergency stop devices function?	Yes___ No___	_____
6. Do all controls function properly?	Yes___ No___	_____
7. Are all indicator lamps operating?	Yes___ No___	_____
8. Are all electrical cords strung so they do not hang on pipes, nails, hooks etc.?	Yes___ No___	_____
9. Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?	Yes___ No___	_____
10. Are all power panels accessible?	Yes___ No___	_____
11. Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?	Yes___ No___	_____



Clarksville-Montgomery County School System Electrical Inspection Checklist continued

Department: _____ Date: _____

Location: _____ Shift: _____

SHOP EQUIPMENT:

- | | | | |
|----|---|--------------|-------|
| 1. | Are all cords grounded? | Yes___ No___ | _____ |
| 2. | Do cords on power tools show any sign of deterioration? | Yes___ No___ | _____ |
| 3. | Are any cords taped? | Yes___ No___ | _____ |
| 4. | Are cord ends properly attached? | Yes___ No___ | _____ |
| 5. | Do portable power tools have broken or cracked handles? | Yes___ No___ | _____ |
| 6. | Is the ground present on the male plugs? | Yes___ No___ | _____ |
| 7. | Do the trigger switches operate properly? | Yes___ No___ | _____ |
| 8. | Are cord supports properly affixed to all portable tools? | Yes___ No___ | _____ |
| 9. | Are chuck keys attached to the proper holding device? | Yes___ No___ | _____ |

Clarksville-Montgomery County School System Electrical Inspection Checklist continued

Department: _____ Date: _____

Location: _____ Shift: _____

MAINTENANCE SHOP:

1. Do all power bench tools have a plug-in in close enough so it will plug-in without the use of a drop cord? Yes___ No___ _____
2. Are cords located where they will not receive any damage when operating equipment? Yes___ No___ _____
3. Do lights that are equipped to bench tools operate properly? Yes___ No___ _____
4. Are the power cords attached to lathes, drill presses and other bench tools configured so they will not be damaged in the performance of an operation? Yes___ No___ _____
5. Are emergency devices readily accessible to the operator? Yes___ No___ _____
6. When the band saw completes the cut, does it automatically shut off? Yes___ No___ _____

Clarksville-Montgomery County School System Electrical Inspection Checklist continued

Department: _____ Date: _____

Location: _____ Shift: _____

OFFICE, CLASSROOM, BREAK ROOMS:

- | | | | |
|----|---|--------------|-------|
| 1. | Are all power cords arranged in a neat and non-hazardous manner? | Yes___ No___ | _____ |
| 2. | Are cords run under any floor mats in high traffic areas? | Yes___ No___ | _____ |
| 3. | Are all electric heaters unplugged at the end of the day? | Yes___ No___ | _____ |
| 4. | Are all coffee warmers turned off if not in use or at the end of the day? | Yes___ No___ | _____ |
| 5. | Are power outlets and electrical devices covered and installed? | Yes___ No___ | _____ |
| 6. | Are there adequate circuits for all kitchen devices? | Yes___ No___ | _____ |
| 7. | Are all outlets within 6 feet of sinks protected by ground fault? | Yes___ No___ | _____ |
| 8. | Do on / off switches function properly on all equipment? | Yes___ No___ | _____ |
| 9. | Are all power panels accessible?
(Must have a clearance of 2 feet to the left and right of panel and 4 feet in front.) | Yes___ No___ | _____ |

Comments: _____

SIGNATURE: _____