

Office Electrical Safety Inspection Checklist (USA Standards)

1. General Electrical Safety

- ☐ Electrical panels are accessible and not blocked (minimum 36 inches clearance).
- ☐ All circuit breakers and fuses are clearly labeled.
- ☐ Electrical panels are closed and secured.
- ☐ No exposed wires or open junction boxes.
- ☐ Extension cords are used temporarily (not a permanent solution).
- ☐ Power strips are UL-listed and not daisy-chained.
- ☐ Surge protectors are used for sensitive equipment (computers, servers).
- ☐ Outlets are not overloaded with too many devices.

2. Cords and Plugs

- ☐ All cords and plugs are in good condition—no frays, exposed wires, or damaged insulation.
- ☐ Ground prongs are intact on all three-pronged plugs.
- ☐ Cords are not run under carpets, rugs, or across walkways.
- ☐ Electrical cords are not pinched by furniture or doors.
- ☐ Extension cords are rated for their intended use (indoor/outdoor).

3. Equipment Safety

- ☐ Office equipment is properly grounded.
- ☐ Only approved electrical equipment is used in the office.
- ☐ Heating devices (e.g., space heaters) have automatic shut-off features and are used per policy.
- ☐ Equipment is turned off when not in use or at the end of the day.
- ☐ No homemade or makeshift electrical devices are used.

4. Maintenance and Inspections

- ☐ A licensed electrician performs periodic inspections.
- ☐ Any electrical issue is reported immediately to facilities or maintenance.
- ☐ Fire extinguishers (Class C) are available and inspected regularly.
- ☐ Electrical systems are inspected annually in accordance with NFPA 70B.

5. Personnel Training and Awareness

- ☐ Employees are trained in basic electrical safety practices.
- ☐ Employees know how to report electrical hazards.
- ☐ “Do Not Use” tags are used for faulty electrical equipment.
- ☐ GFCI outlets are used near water sources (kitchens, bathrooms).

6. Emergency Preparedness

- ☐ Emergency shut-off procedures for electrical systems are known and accessible.
- ☐ Emergency contact numbers are posted and up to date.
- ☐ Evacuation plan includes guidance for electrical/fire hazards.

Inspection Frequency

- Monthly: Visual inspection of cords, plugs, and outlets.
- Quarterly: Equipment inspection and load testing.
- Annually: Full inspection by a qualified electrician.