

Electrical Work Checklist

Date of Service: _____ Technician Name: _____

Permit Number (if applicable): _____ Job Description: _____

Inspection Required (Yes/No): _____

Pre-Work Checklist:

- Evaluate the current electrical system
- Identify the scope of work required
- Check for any existing issues or hazards

Permits and Permissions:

- Obtain necessary permits
- Verify customer has given permission for the work

Safety Precautions:

- Shut off power to the relevant area(s)
- Use appropriate personal protective equipment (PPE)
- Ensure all tools and equipment are in good working condition

Site Preparation:

- Clear the work area of any obstructions
- Ensure adequate lighting and ventilation for the work area

Wiring:

- Remove old wiring if necessary
- Install new wiring according to code
- Secure all wiring with appropriate fasteners
- Label all wiring for future

Outlet and Switch Installation:

- Remove old outlets and switches
- Install new outlets and switches
- Test all outlets and switches for proper operation

Fixture Installation:

- Remove old light fixtures
- Install new light fixtures
- Ensure all fixtures are securely mounted
- Test light fixtures for proper

Panel Work:

- Inspect the existing electrical panel
- Add or replace circuit breakers as needed
- Ensure all connections are secure
- Label all breakers for future reference

System Testing:

- Restore power and test the system
- Check all connections for stability
- Verify proper operation of all installed components
- Use a multimeter to ensure correct voltage and current

Clean-Up:

- Remove all debris and old components
- Clean the work area thoroughly
- Ensure all tools and equipment are accounted for
- Customer Walkthrough:
 - Explain the work performed to the customer
 - Provide maintenance tips and safety advice
 - Answer any customer questions

Final Documentation:

- Record model and serial numbers of new components
- Note any issues encountered and how they were resolved
- Obtain customer signature for completed work

Maintenance Schedule:

- Schedule annual safety checks