

INSPECTION PROCEDURAL CHECKLIST

1. Follow InterNACHI Standards of Practice
2. Wear personal safety protection, including glasses and gloves
3. Report location of the electrical panel
4. Check adequate workspace
5. Panel must be readily accessible
6. Use proper inspection tools, including magnet handle, insulated screwdriver, and flashlight
7. Check adequate illumination at workspace
8. Inspect cabinet front cover
9. Check for incorrect type of screws or missing screws at the cabinet front cover
10. Confirm no breaker is measured higher than 6-feet 7-inches from floor, including main disconnect
11. Inspect panelboard
12. All disconnects must have specific identification
13. Check for inspection stickers and dates
14. Check for identified filler plates
15. Identify all breakers in the “off” position
16. Identify main overcurrent device
17. Determine size of service
18. Safe removal of cabinet front cover
19. No foreign objects or contamination inside cabinet
20. Check entrance conductors and lugs
21. Identification of grounded conductor
22. Check clamps, connectors, and bushings
23. No open knockouts permitted
24. Check for disconnected or loose conductors
25. Inspect main bonding jumper
26. Inspect main grounding electrode conductor (GEC)
27. Check for doubled neutrals
28. Check for doubled hot conductors
29. Identify any breakers that are not permitted by manufacturer
30. No white wires on breakers
31. Test GFCIs and AFCIs
32. No doorbell transformers inside cabinet
33. Check for loose equipment grounding conductor (EGC)
34. Check for ampacity or overfusing defects
35. No melted conductor insulation
36. No rust, corrosion, or water inside cabinet
37. No gaps between cabinet and wallboard greater than 1/8 inch
38. Check multiple cables in connectors
39. Check for damage to wires
40. Check for damage to insulation sheathing
41. Inspect for exposed live wires

42. Check identified handle ties
43. Read the label on the cabinet front cover
44. Identify product name and type of cabinet from label
45. Confirm amps and volts are identified on label
46. Inspect the panelboard diagram
47. Count maximum number of poles from the diagram
48. Confirm location of main bonding jumper
49. Identify twin or 1/2 breakers
50. In the “subpanel”, confirm that the EGC's (equipment grounding conductors) are on a separate terminal bar that is bonded to the cabinet, and that the grounded conductors (neutrals) are isolated or floating from the cabinet
51. Never leave panelboard exposed
52. Replace cabinet cover correctly