

**ELECTRICAL INSPECTION  
REPORT FOR:**

**DATE OF  
INSPECTION:**

**PERSON  
INSPECTING:**

**LOCATION:**

**ADDITIONAL  
COMMENTS:**

Items to be checked	Checked?		Location and Recommended Corrective/Preventative Action	Person in Charge (Initials)	Date Notified	Date Completed	Completed By (Initials)
<b>ELECTRICAL ROOMS</b>							
Circuit breakers and fuse boxes are clearly labelled	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
High voltage warning signs posted	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
All cables passing through walls and ceilings are sealed	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
At least one fire extinguisher for Class A and C fires	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Smoke detectors tested and operational	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
<b>PANELS AND CIRCUIT BREAKERS</b>							
1 m clear space around electrical panels (Canadian Electrical Code Rule 2-308)	YES <input type="checkbox"/>	NO <input type="checkbox"/>					

Items to be checked	Checked?	Location and Recommended Corrective/Preventative Action	Person in Charge (Initials)	Date Notified	Date Completed	Completed By (Initials)
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### PANELS AND CIRCUIT BREAKERS

Circuit breakers should not be locked or taped in the closed position to prevent nuisance trips. They can be locked open for safety reasons if an electrician is working on the circuit. Fire alarm and fire pump circuit breakers can be lockable in the closed position (Canadian Electrical Code Rule 32-206).	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Annual inspection and testing of circuit breakers and transfer switches	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Circuit breakers and transfer switches have been lubricated in accordance with manufacturer's instructions using only the manufacturer's recommended lubricant	YES <input type="checkbox"/>	NO <input type="checkbox"/>				

### WIRING & RECEPTACLES

Ground fault circuit interrupter (GFCI) installed in outlets within 1.25 m (4' 11") of sinks	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Inspection of knob and tube wiring by a licensed technician	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Inspection of aluminum wiring by a licensed technician	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
All wiring connections are within junction boxes	YES <input type="checkbox"/>	NO <input type="checkbox"/>				

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### WIRING & RECEPTACLES

All receptacles are grounded unless double insulated	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
All cords and plugs are in good condition with no exposed wiring	YES <input type="checkbox"/>	NO <input type="checkbox"/>				

### EMERGENCY GENERATORS

Monthly test of emergency generators	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Annual test of emergency generators under full load	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Annual test of automatic transfer switches (loss of and return to normal power)	YES <input type="checkbox"/>	NO <input type="checkbox"/>				

### FIRE PROTECTION SYSTEMS

Fire exit signs working	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Emergency lighting tested and operational	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Fire panel does not display "trouble" or "alarm" indicators	YES <input type="checkbox"/>	NO <input type="checkbox"/>				

Items to be checked	Checked?	Location and Recommended Corrective/Preventative Action	Person in Charge (Initials)	Date Notified	Date Completed	Completed By (Initials)
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## TESTING & INSPECTION

<b>Annually</b> Lightning protection systems visually inspected	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
<b>Every 5 Years</b> Lightning protection systems thoroughly inspected by a contractor	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
<b>Every 5-10 Years</b> Inspection of entire electrical system by a licensed and qualified electrician, including infrared scan of switchgear and circuit breakers, and a Certificate of Inspection	YES <input type="checkbox"/>	NO <input type="checkbox"/>				

For more risk control information, please consult an Ecclesiastical Risk Control Specialist in your region or visit [www.ecclesiastical.ca](http://www.ecclesiastical.ca)