Electrical Cord Safety Inspection Checklist

Department		**Cord Gauge/Amp Rating (Optional)**		**Date**	
Cord Identifier/MGFR (Optional)			**Inspector's Name**		
Instructions: Extension cords, power strips and surge protectors can be safe and effective during normal use, but they pose significant safety risks if they are damaged or are used incorrectly. Taking a minute to use electrical cords safely is crucial to your building safety. Use this checklist as your guide.					

KEY PROCEDURES	YES	NO	N/A
Extension cords, power strips and surge protectors are visually inspected before use	☐	☐	☐
Cords are free of kinks when used.			
Cords are free of exposed wires, cracks or splices	☐	☐	☐
The electrical wall outlet is visually inspected for cracks, breaks or loose pins.			
Plugs are inserted fully, so no part of the prongs are exposed	☐	☐	☐
Appliances are properly grounded where used (i.e. three-pronged cords are used with three-pin outlets, or grounding prongs)			
Circuits are kept from overloading by using only one electrical cord (cords are not strung together *"daisy chaining"* or several cords are not used in one outlet).	☐	☐	☐
Cords are kept free from water sources.			
Cords are kept clear of heavy foot traffic areas.	☐	☐	☐
The label (UL, CSA, ETL, etc.) of the cord confirms the cord meets the requirement (electrical capacity) for the job, total amp demand, rated for design use and environment being used (wet, outdoor)			
Extension cords are not nailed or stapled to the wall, ceilings, baseboard or to another object (Avoid attaching in a manner that affects cord integrity).	☐	☐	☐
GFCI protection if used in a wet environment			
Extension cord are stored properly when not in use (Out of sunlight and protected from sharp surfaces or nail head)	☐	☐	☐
OVERALL			
Acceptable	☐	☐	☐
Removed/Placed Out of Service/Destroyed			

Be smart about electrical safety. Use this Electrical Cord Safety Checklist at least once in a year.

Copies of this form should be maintained by Department