

Property Manager's Electrical Preventive Maintenance Checklist

A Practical Guide for Multifamily and Commercial Properties

Regular electrical inspections can help identify maintenance issues before they lead to service interruptions, safety hazards, or costly emergency repairs.

Use this checklist as part of your property's routine maintenance program. Any electrical repairs, testing, or work involving energized equipment should be performed by a qualified professional.

Need Help Evaluating an Electrical Concern?

L.U. Electric, Inc. provides commercial and multifamily electrical service, maintenance, troubleshooting, lighting upgrades, and capital improvement work throughout Southern California.

Serving Southern California for Over 35 Years

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Scan to request service or schedule a property walkthrough.

Important Notice

This checklist is intended as a general property-maintenance resource and is not a substitute for formal electrical inspection, code evaluation, manufacturer-required maintenance, or testing by a licensed professional. Property conditions and maintenance requirements vary. Do not open electrical panels, remove equipment covers, touch exposed wiring, or perform electrical repairs unless properly qualified and authorized.

Monthly Property Walkthrough

Exterior and Common-Area Lighting

- ☐ Walk the property after dark and identify any nonworking, flickering, or dim light fixtures.
- ☐ Inspect parking lot, carport, walkway, stairwell, courtyard, and building-mounted lighting.
- ☐ Check that lighting timers, photocells, and lighting controls are operating at the appropriate times.
- ☐ Look for damaged fixture lenses, missing covers, exposed wiring, or water inside fixtures.
- ☐ Confirm that emergency access areas, building entrances, mail areas, and pathways are adequately illuminated.
- ☐ Note areas where tree growth, landscaping, or new structures are blocking existing lighting.

Outlets, Switches, and Covers

- ☐ Inspect common-area receptacles and switches for cracks, discoloration, looseness, or visible damage.
- ☐ Confirm that outlet and switch cover plates are installed and secure.
- ☐ Look for receptacles that feel unusually warm or show signs of burning or discoloration.
- ☐ Check exterior outlets for intact weather-resistant covers.
- ☐ Report outlets or switches that spark, buzz, or operate intermittently.

Electrical Rooms and Panels

- ☐ Keep electrical rooms clear of storage, cleaning supplies, and combustible materials.
- ☐ Confirm that electrical panels, disconnects, and transformers remain accessible.
- ☐ Check that panel doors and electrical-room doors are closed and secure.
- ☐ Look for signs of water intrusion, corrosion, rust, or pest activity.
- ☐ Report unusual odors, buzzing, vibration, heat, or visible damage.
- ☐ Confirm that panel directories and equipment labels are legible.

Quarterly Maintenance Review

GFCI-Protected Devices

- ☐ Test accessible GFCI receptacles in common areas using the device's test and reset buttons.
- ☐ Check GFCI protection near pools, spas, kitchens, restrooms, garages, maintenance areas, and exterior locations.
- ☐ Report any device that will not trip, reset, or hold power.
- ☐ Emergency and Exit Lighting
- ☐ Verify that exit signs remain illuminated and clearly visible.
- ☐ Test emergency lighting using the fixture's test button, where available.
- ☐ Check for damaged housings, dim lamps, or failed backup batteries.
- ☐ Confirm that exit signs and emergency lights are not blocked by decorations, signs, or storage.

Lighting Controls

- ☐ Review timers and lighting schedules for seasonal changes.
- ☐ Confirm that photocells turn exterior lighting on and off correctly.
- ☐ Check occupancy sensors in hallways, restrooms, offices, laundry rooms, and utility spaces.
- ☐ Identify areas where lighting remains on unnecessarily or does not remain on long enough.

Semi-annual Property Review

Parking Areas and Site Lighting

- ☐ Inspect light poles for leaning, corrosion, damaged handholes, loose base covers, or exposed wiring.
- ☐ Look for cracked concrete bases or damaged anchor bolts.
- ☐ Confirm that pole access covers are installed and secured.
- ☐ Identify dark spots or areas where additional lighting may improve visibility.
- ☐ Review recurring lighting failures that may indicate underground wiring, ballast, driver, or control issues.

Pool, Spa, and Water-Feature Areas

- ☐ Inspect visible lighting equipment for damage, corrosion, or water intrusion.
- ☐ Confirm that equipment-room panels and disconnects are labeled and accessible.
- ☐ Check for damaged conduit, junction boxes, covers, or exposed wiring.
- ☐ Report underwater lights that flicker, trip protection devices, or stop operating.
- ☐ Do not attempt to service pool or spa electrical equipment without a qualified electrical professional.

Mechanical and Utility Areas

- ☐ Inspect visible disconnects, conduits, and electrical enclosures serving pumps, gates, HVAC equipment, and other building systems.
- ☐ Look for damaged conduit, loose fittings, missing covers, or corrosion.
- ☐ Report equipment that repeatedly trips breakers or loses power.
- ☐ Verify that electrical equipment is not being used as a shelf or storage surface.

Annual Professional Electrical Review

Consider scheduling a qualified electrical contractor to review the following:

- ☐ Main electrical service equipment.
- ☐ Distribution panels and subpanels.
- ☐ Breakers, disconnects, and visible electrical connections.
- ☐ Signs of overheating, corrosion, moisture, or equipment deterioration.
- ☐ Panel directories and equipment labeling.
- ☐ Exterior lighting systems and lighting controls.
- ☐ Emergency and exit lighting systems.
- ☐ Electrical equipment serving pools, spas, pumps, gates, and site amenities.
- ☐ Recurring breaker trips, lighting failures, or power complaints.
- ☐ Areas planned for renovations, equipment additions, or increased electrical demand.
- ☐ Aging or obsolete electrical equipment that may be difficult to repair or replace.

Warning Signs That Should Not Wait

Contact a qualified electrical contractor promptly when you observe:

- ☐ A burning or melted-plastic odor.
- ☐ Smoke, sparks, or visible arcing.
- ☐ Receptacles, switches, panels, or equipment that feel unusually hot.
- ☐ Buzzing, crackling, or popping sounds.
- ☐ Frequent breaker trips or repeated power loss.
- ☐ Flickering lights affecting multiple fixtures or areas.
- ☐ Water leaking near electrical equipment.
- ☐ Exposed wiring or damaged electrical enclosures.
- ☐ Impact damage to light poles, panels, transformers, or electrical equipment.
- ☐ Electrical shock or tingling when touching equipment, fixtures, or metal surfaces.
- ☐ Partial power loss within a building or unit.

For an active emergency involving fire, smoke, electrical shock, or immediate danger, keep occupants away from the area and contact emergency services.

Property Maintenance Log

Property Name:	
Property Address:	
Inspection Date:	
Inspected By:	

Items Requiring Attention

Location	Issue Observed	Priority	Date Reported	Date Resolved
		☐ Routine ☐ Urgent		
		☐ Routine ☐ Urgent		
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