

ELECTRICAL CHECKLIST

Southwest Region School District

Please complete by first week of each month

SCHOOL _____

DATE _____

CHECK	CHECK THE FOLLOWING	COMMENTS
	Check exterior light to make sure all photo-cells and fixtures are working.	
	Check interior lighting to make sure all tubes and lamps are working. If one tube is out replace tubes in the set.	
	Test emergency lights and exit signs to insure proper operation. If indicator/charge bulb is out, replace. (Without batteries will not charge)	
	Check fire alarm and mechanical alarm panels. Hit the lamp test button to insure all light emitting diode are function. Check to see if ground fault light is on. Call the office if light emitting diode is on zone card.	
	Make sure all time clocks' are the correct time on freezers, air handlers, exterior lighting, and settings are correct for operating cycles.	
	Check to make sure all heat tape indicator switchers are "ON" during the winter months.	

Custodian: _____

Date: _____

Site Administrator: _____

Date: _____