SAFETY

Electrical panel and working space inspection checklist

A walk-up check of each panelboard, switchboard or motor control center against OSHA 1910.303: clear working space of the required depth, width and headroom, no storage, lighting, closed and undamaged enclosures, guarded live parts, and legible circuit markings.

How often: **Monthly** Who: **Facility electrician or maintenance technician** **About 10 min** **22 items**

Site or area _____ Asset or line _____

Date and time _____ Completed by _____

Before you use it

- OSHA 29 CFR 1910.303(g) applies to electric equipment operating at 600 volts, nominal, or less to ground. Under (g)(1)(i), the working space in front of equipment likely to require examination, adjustment, servicing or maintenance while energized must be at least the depth in Table S-1, measured from exposed live parts or from the enclosure front: 0.9 m (3.0 ft) at 0–150 volts to ground, and 0.9 m, 1.0 m or 1.2 m (3.0, 3.5 or 4.0 ft) at 151–600 volts for conditions A, B and C. The width must be the width of the equipment or 762 mm (30 in.), whichever is greater, doors or hinged panels must open at least 90 degrees, and the space must be clear from the floor to the required headroom: 1.98 m (6.5 ft) for installations built on or after August 13, 2007, and 1.91 m (6.25 ft) before that.
- Working space may not be used for storage (1910.303(g)(1)(ii)), and at least one entrance of sufficient area must give access to it ((g)(1)(iii)). Illumination must be provided for working spaces about service equipment, switchboards, panelboards and motor control centers installed indoors, and in electric equipment rooms it may not be controlled by automatic means only ((g)(1)(v)). Switchboards, panelboards and motor control centers must be in dedicated spaces and protected from damage; indoors, the space equal to the width and depth of the equipment, from the floor to 1.83 m (6.0 ft) above it or to the structural ceiling, is dedicated to the electrical installation, and piping, ducts or equipment foreign to it may not be located there unless protected ((g)(1)(vii)).
- Live parts of equipment operating at 50 volts or more must be guarded against accidental contact by approved cabinets or enclosures, or by location in a room accessible only to qualified persons, by partitions or screens, by a balcony or platform, or by elevation of 2.44 m (8.0 ft) or more ((g)(2)(i)). Where equipment is likely to be exposed to physical damage, enclosures or guards must be strong enough to prevent it ((g)(2)(ii)), and entrances to rooms or guarded locations with exposed live parts must carry conspicuous warning signs forbidding unqualified persons to enter ((g)(2)(iii)).
- Marking: each service, feeder and branch circuit must be legibly marked at its disconnecting means or overcurrent device to indicate its purpose, unless the purpose is evident, with markings durable enough for the environment (1910.303(f)(2)–(3)); disconnecting means must be capable of being locked in the open position ((f)(4)); and equipment must carry the manufacturer's name or trademark and its voltage, current, wattage or other ratings ((e)(1)). Under 1910.303(b)(1), equipment must be free from recognized hazards, judged by factors that include mechanical strength, insulation, and heating and arcing effects.
- OSHA sets no inspection interval for these conditions; they must hold at all times. Run the checklist once per panel, switchboard or motor control center. It covers what is visible with covers closed; opening a dead-front cover or working on energized parts is for qualified persons under your site's electrical safety program.

Equipment

NO.	ITEM	RESULT	NOTES
1	**Scan the tag on the panel, switchboard or motor control center**	☐ Visited	
2	**Equipment identifier and location**	_____	
3	**Equipment type**	☐ Panelboard ☐ Switchboard ☐ Motor control center ☐ Disconnect switch	

Working space (1910.303(g)(1))

NO.	ITEM	RESULT	NOTES
4	**Clear depth in front of the equipment** Table S-1: at least 3 ft at 0–150 volts to ground; 3, 3.5 or 4 ft at 151–600 volts for conditions A, B and C. Measure from exposed live parts or from the enclosure front.	_____ ft Limit _____	
5	**Clear width** The width of the equipment or 30 in., whichever is greater. Doors and hinged panels must open at least 90 degrees.	_____ in. Limit _____	
6	**Space clear from the floor to the required headroom (6.5 ft; 6.25 ft for installations built before August 13, 2007)**	☐ Pass ☐ Fail ☐ N/A	
7	**No storage in the working space**	☐ Pass ☐ Fail ☐ N/A	
8	**Entrance to the working space unobstructed**	☐ Pass ☐ Fail ☐ N/A	
9	**Lighting works over the working space; in an electric equipment room it is not controlled by automatic means only**	☐ Pass ☐ Fail ☐ N/A	
10	**Dedicated space above the equipment free of foreign piping, ducts or equipment, or protected against leaks and condensation**	☐ Pass ☐ Fail ☐ N/A	

Enclosure and guarding (1910.303(g)(2), (b)(1))

NO.	ITEM	RESULT	NOTES
11	**Cover and door closed and latched; no missing knockouts, filler plates or open slots exposing live parts**	☐ Pass ☐ Fail ☐ N/A	
12	**Enclosure undamaged; guards in place where the equipment is exposed to physical damage or vehicle traffic**	☐ Pass ☐ Fail ☐ N/A	
13	**No discoloration, burn marks, smell, moisture or corrosion at the enclosure**	☐ Pass ☐ Fail ☐ N/A	
14	**Room or location with exposed live parts accessible only to qualified persons, with a warning sign at the entrance**	☐ Pass ☐ Fail ☐ N/A	
15	**Photo of the equipment front and working space**	☐ Photo taken	

Marking (1910.303(e), (f))

NO.	ITEM	RESULT	NOTES
16	**Circuit directory or labels present and legible; each breaker or disconnect marked with its purpose**	☐ Pass ☐ Fail ☐ N/A	
17	**Manufacturer and ratings nameplate present and legible**	☐ Pass ☐ Fail ☐ N/A	

NO.	ITEM	RESULT	NOTES
18	**Disconnecting means can be locked in the open position**	☐ Pass ☐ Fail ☐ N/A	
19	**Markings undamaged by the environment**	☐ Pass ☐ Fail ☐ N/A	

Result

NO.	ITEM	RESULT	NOTES
20	**Result**	☐ No defects ☐ Defects found, work order raised	
21	**Defects and corrective action**	_____ _____	
22	**Inspector**	Name _____ Signature _____ Date _____	

Follow-up

For each failed check or reading out of limit: what was found, what was done, and the work order raised for it.

NO.	WHAT WAS FOUND	ACTION OR WORK ORDER	OWNER	DUE

References

- OSHA 29 CFR 1910.303, electrical: general requirements
  https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.303

Free to use and adapt. To run it on mobile, with checkpoint scans, readings checked against their limits as they are entered, and photos and signatures attached to the check, see vardian.io/templates/electrical-panel-working-space-inspection.