Electrical maintenance walk-through

For the site or property manager. Fill this in on screen or by hand before a site visit.

Record what you can see during normal operation. Leave covers, tests and isolations to the electrician.

Site / address

Walk-through date

Site contact and phone

Best time for access

Equipment to discuss

Record one item per row. Examples include a pump that trips or lighting that keeps failing.

1. Area / equipment	What have you noticed?	What stops if it fails?

2. Area / equipment	What have you noticed?	What stops if it fails?

3. Area / equipment	What have you noticed?	What stops if it fails?

Agree the next step

Equipment that must stay running / suitable shutdown window

Action agreed

Action owner

Due date

Send your notes to Leading Electrical

Fill it in online at leading.nz/maintenance-walkthrough/

027 550 5022 | info@leading.nz

Using this PDF? Save a copy and email it to info@leading.nz. The online form sends directly to our office.