ELECTRICAL WORK ORDER

Work order no.		**Date**	
Taken by			

Customer and site

Customer	
Phone	
Job address	
Access notes	

The job

Job type	☐ Service call ☐ Small job ☐ Quote ☐ Change order
Billed as	☐ Time and materials ☐ Fixed quote
Problem or scope	
Quote or approved amount	

Panel and circuits

Panel (where, make, amps)	
Circuits and breaker sizes	
Power off	☐ Lockout and tagout applied ☐ Not needed ☐ Live work approved

Permit and inspections

Permit	☐ Required ☐ Not required ☐ Ask the local office
Permit number and date pulled	

Inspections

Inspection	Requested	Date	Result	Notes

Materials

Item	Qty	Cost

Item	Qty	Cost

Close-out

What was found and done	
Labor hours	
Labor rate	
Customer approved extra work (name and date)	
Done by	
Checked by	

Facility electrical walk-through

Site: _____ Date: _____ Walked by: _____. Print this page. Tick one line per item.

Item	OK	Defect	Notes
Panel and disconnect fronts clear, no storage	☐	☐	
At least 3 ft of clear space in front of each panel (more on 277/480 V)	☐	☐	
Every breaker and disconnect labeled	☐	☐	
Panel covers on, no open knockouts	☐	☐	
Junction and outlet boxes covered	☐	☐	
No damaged cords, plugs or devices	☐	☐	
No extension cords used as wiring	☐	☐	
No cords run through walls or ceilings	☐	☐	
GFCI protection on receptacles in bathrooms and on roofs	☐	☐	
No warm, discolored or buzzing equipment	☐	☐	
Exit and emergency lights work	☐	☐	
Defects listed and work orders opened	☐	☐	

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