

Date: [Insert Date]

To: [Tenant/Resident Name]

From: [Property Manager/Landlord Name]

Subject: Scheduled Electrical Outlet Inspection and Checklist

Dear [Tenant/Resident Name],

To ensure the safety of your residence, a routine inspection of the electrical outlets in your unit is scheduled for [Date] at [Time]. You may use the checklist below to perform a self-assessment or to prepare for the inspector's visit.

### **Electrical Outlet Safety Checklist**

- **Physical Condition:**
  - Are all outlet faceplates present and free of cracks or damage?
  - Are there any visible burn marks or discoloration on the outlets?
  - Are the outlets firm and secure against the wall (not loose)?
- **Functionality:**
  - Do plugs fit snugly into the outlet without falling out?
  - Are there any buzzing or popping sounds when an item is plugged in?
  - Do all lights or appliances powered by the outlets operate without flickering?
- **Safety Compliance:**
  - Are outlets near water sources (kitchen/bathroom) equipped with GFCI (reset/test buttons)?
  - Are any outlets warm or hot to the touch?
  - Are there any smells of ozone or burning plastic near the outlets?
- **Usage:**
  - Are there any "daisy-chained" power strips (one power strip plugged into another)?
  - Are extension cords being used as permanent wiring?

If you have noticed any "Yes" answers to safety hazards or "No" answers to functionality, please report them immediately to the maintenance office at [Phone Number].

Thank you for your cooperation in keeping our building safe.

Sincerely,

[Your Name]

[Your Title]