

# Electrical safety maintenance plan

The following is an example of an effective electrical safety maintenance plan for your rental property.

## Mandatory requirements

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| <ul style="list-style-type: none"><li>Have a safety switch installed on all power point circuits, or all final sub circuits if applicable.*</li></ul>  | <b>Requirement</b> |
| <ul style="list-style-type: none"><li>Only use a licensed electrician for electrical work.</li></ul>   | <b>Requirement</b> |
| <ul style="list-style-type: none"><li>Have a process in place for tenants to report electrical issues.</li></ul>   | <b>Requirement</b> |
| <ul style="list-style-type: none"><li>Have a process in place for the landlord or property manager to respond to reported electrical issues and that priority is given to immediate risks.</li></ul> | <b>Requirement</b> |

## Recommendations / best practice

|  |                      |
|--|----------------------|
| <b><i>Ensure safety switches are maintained and operational</i></b>  |                      |
| <ul style="list-style-type: none"><li>Ask tenants to conduct a push button test at least every three months.</li></ul>   | <b>Best practice</b> |
| <ul style="list-style-type: none"><li>Organise operational testing by a licensed electrician at least every two years.</li></ul>   | <b>Recommended</b>   |
| <b><i>Ensure electrical safety of the premises</i></b>   |                      |
| <ul style="list-style-type: none"><li>Engage a licensed electrician to periodically:<ul style="list-style-type: none"><li>visually inspect hardwired electrical equipment (e.g. air-conditioners, electric hot water systems)</li><li>inspect and test** other equipment provided as part of the tenancy agreement (e.g. washing machine, dishwasher).</li></ul></li></ul> | <b>Recommended</b>   |
| <ul style="list-style-type: none"><li>Organise the landlord or property manager, as part of regular inspections, to conduct a visual check for potential electrical safety issues (e.g. damaged light fittings, cracked or damaged power points or light switches).</li></ul>  | <b>Recommended</b>   |
| <ul style="list-style-type: none"><li>Organise the maintenance of solar PV systems by an accredited solar installer or licensed electrician as per manufacturers' requirements or at least annually.</li></ul>   | <b>Recommended</b>   |
| <b><i>Provide the tenant with information about electrical safety</i></b>  |                      |
| <ul style="list-style-type: none"><li>Who to contact if there are electrical safety issues within the premises.</li></ul>  | <b>Recommended</b>   |
| <ul style="list-style-type: none"><li>The importance of turning off all main switches at the switchboard before they, or any other person, enters the roof space.</li></ul>  | <b>Recommended</b>   |
| <ul style="list-style-type: none"><li>Contact their electricity entity if anyone receives tingles or shocks from electrical equipment, a tap or other metal fittings.</li></ul>  | <b>Recommended</b>   |

\*ALL new build homes MUST have a safety switch on all final sub-circuits and ALL homes that have electrical alterations may require a safety switch to be fitted on all affected circuits.

\*\*If two yearly operational testing of safety switches in place then a visual inspection only