



PROPERTY MANAGEMENT RESOURCE

The Property Manager's Electrical Pack

Practical checklists, planning tools and guidance for property managers, landlords and letting agents.

DESIGNED FOR PROPERTY PROFESSIONALS

A practical reference for electrical maintenance, inspections, documentation and safer property management.

EDINBURGH & SCOTLAND

Nexum Electrical Solutions | Professional electrical services for property portfolios, managed buildings and rental properties.

Document purpose: practical reference only. This pack does not replace professional inspection, testing or legal advice.

QUICK REFERENCE

Property Electrical At a Glance

Use this page as a quick review when onboarding a property, planning maintenance or preparing for an electrical inspection.

DOCUMENTS	Keep current reports, certificates, invoices and remedial records together.
SAFETY	Record known issues, visible damage, recurring faults and urgent concerns.
ACCESS	Confirm property access and tenant/occupant arrangements before planned work.
MAINTENANCE	Track planned, reactive and follow-up electrical work by property.
CONTRACTOR	Keep contact details and agreed communication arrangements readily available.
FOLLOW-UP	Record recommendations, actions, completion dates and outstanding items.

NEXUM NOTE

Good electrical record keeping helps property teams respond more quickly, communicate clearly and keep documentation organised.

PROPERTY ELECTRICAL CHECKLIST

Property Electrical Maintenance Checklist

Use this checklist when reviewing the electrical condition and maintenance requirements of a managed property.

CHECK	ITEM
■	Electrical installation condition reviewed
■	EICR status checked
■	Previous electrical issues reviewed
■	Outstanding remedial work identified
■	Consumer unit condition considered
■	Smoke and heat alarm requirements reviewed
■	Emergency lighting considered where applicable
■	External and communal lighting checked
■	Electrical accessories checked for visible damage
■	Planned maintenance requirements recorded

Property: _____
 Address: _____
 Review date: _____

EICR & ELECTRICAL INSPECTION

EICR Planning Checklist

Keep key inspection information together and record actions following an inspection.

Property	_____
Address	_____
Last inspection	_____
Next review	_____
Electrical contractor	_____

Before the inspection

- Confirm property access
- Notify tenants or occupants where required
- Provide previous electrical documentation
- Identify known electrical issues
- Record recent alterations or installations

After the inspection

- Review inspection report
- Identify recommended remedial work
- Prioritise urgent issues
- Record completed works
- Store certificates and documentation

STORAGE NOTE

Keep the latest version of important electrical documents with the property record and retain completed remedial-work records for future reference.

FOLLOW-UP NOTES

DOCUMENT MANAGEMENT

Electrical Documents Register

Use this register to keep key electrical documents easy to locate for each property.

Document	Property	Date	Reference / File	Follow-up
EICR / inspection report				
Remedial works record				
Electrical installation certificate				
PAT / portable appliance record				
Smoke alarm documentation				
Consumer unit / upgrade record				
Emergency repair record				
Other				

STORAGE NOTE

Keep the latest version of important electrical documents with the property record and retain completed remedial-work records for future reference.

EMERGENCY ELECTRICAL RESPONSE

When an Electrical Problem Occurs

A simple response guide for property managers dealing with an electrical issue.

01	Make the situation safe If there is an immediate risk, keep people away from the affected area and follow appropriate emergency procedures.
02	Gather the key information Record the property address, contact details, description of the issue, whether power is affected and any visible damage.
03	Contact your electrical contractor Provide as much information as possible so the electrician can assess the situation efficiently.
04	Record the repair Keep a record of the issue, work completed and any follow-up recommendations.

EMERGENCY RECORD

Property	_____	Contact	_____
Issue	_____		
Time reported	_____	Technician / contractor	_____

FOLLOW-UP / ACTION NOTES

CONTRACTOR CHECKLIST

Questions to Ask Your Electrical Contractor

Use these questions when selecting or reviewing an electrical contractor for your properties.

QUESTION
■ Do you provide emergency electrical support?
■ Can you work across multiple properties?
■ Can you provide electrical inspection and testing?
■ Can you provide documentation following completed work?
■ Can you undertake both planned and reactive maintenance?
■ Can you communicate directly with tenants when required?
■ Can you provide advice on future electrical improvements?

NOTES

PROPERTY RECORD

Property Maintenance Record

Record electrical issues, completed work and follow-up requirements.

Property	Issue / Work	Date	Contractor	Follow-up

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Professional electrical services for property managers, landlords and businesses across Scotland.

This guide is intended as a practical reference. Requirements can vary by property, installation and circumstances; obtain appropriate professional advice where needed.