**PPD Construction Administration Checklist**

CM/GC shall be responsible for following inspections and reviews and obtaining PPD approval for the building sub-system for substantial completion.

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| **13** | | **Electrical Systems**  **(including temporary power)** | | Approved for Substantial Completion:  (Required for Substantial Completion Approval by PPD Office.) |
|  | **Inspection/Review Item** | **Notice Required** | **Remarks** |
|  | **Temporary Metering:** |  |  |
| 1 | Establish billing account with PPD Business Operations  Request temporary meter(s) from PPD Utility Administration Department  Install temp. meter and accessories  Energize temp. power | 14 days  48 hours | * Verify all Conditions have been met for connection to service. * Temp. meters are OFCI (Owner-Furnished, Contractor-Installed) * Accessories (CTs, compatible meter socket/can) are CFCI (Contractor-Furnished, Contractor-Installed). * **Contractor supplied temporary electric meters are strictly prohibited.** * Contact for meters is the Electric and Water Metering Technician listed on the UF PPD website under Utilities and Energy Services, Administration and Analysis * Electric meters must be installed prior to temporary power hookup. * Temporary Electric Meters are to be returned after deactivation from service to the PPD metering department. * Verify properly sized transformer for temp. power |
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|  | **Conduit/Ductbank:** |  |  |
| 2 | Installation has proper depth and slope of 30” below grade  Installation of metalized tape | 24 hours |  |
|  |  |  |  |
|  | **Manholes/Switch Pits:** |  |  |
| 3 | Design to fit as-built site conditions  Proper wrap of cables inside manholes on porcelain insulators off floor on Hot dipped galvanized or stainless steel hardware.  All cable not in conduit to be fireproofed with approved tape  Grounding and strapping of cables and lid to ¾” ground rod  Square or rectangular spring assist covers  Gravel in switch pit | 24 hours | Operations Engineer to verify site conditions and approve any field adjustments as required.  Tape should be equivalent to Scotch Brand #7700 |
|  | **Inspection/Review Item** | **Notice Required** | **Remarks** |
|  | **Medium Voltage Switch:** |  |  |
| 4 | Gas pressure within range/no apparent leaks  Attachments | 24 hours | Provide one tank of extra SF6 gas at time of Substantial Completion. |
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|  | **Transformers:** |  |  |
| 5 | Winding conductor type. Copper Only.  Minimum 1 lb PSI pressure shown on gauge.  Lightning arrestors  Grounds  Concrete pad  Verify size and accessories | 24 hours |  |
|  |  |  |  |
|  | **Permanent Metering** |  |  |
| 6 | Verify CT’s  Verify PT’s  Verify wiring in meter enclosure  Verify Correct ELSTER / BYRAM Labs meter | 24 hours | Meter must be installed prior to energizing.  Any questions contact the Electric and Water Metering Technician listed on the UF PPD website under Utilities and Energy Services, Administration and Analysis |
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|  | **Main Service:** |  |  |
| 7 | Proper grounding and bonding  Labels for all breakers  Bonding of main service  Testing of breakers / certifications | 24 hours | Certification paper on main breakers. |
|  |  |  |  |
|  | **Interior wiring and lights:** |  |  |
| 8 | Check connections for transformers.  Check panel boards  Bonding & Grounding  GFCI  Labels  Ceiling lights  Ensure all devices have proper covers  Verify specified T-8 lamps and electronic ballasts  Boxes  Check all equipment for paint damage  Proper type of connectors, coupling, boxes for raceways  Proper strapping of raceways (EMT, conduits) | 24 hours | Labels for panel boards and all equipment ensure schedules/spares are identified.  Panel board covers are “door in door” type. Busses shall be copper.  All receptacles and light switches shall be marked by circuit number using numbered vinyl cloth adhesive markers.  Boxes above suspended ceilings shall be installed facing down. All covers shall have panel board and circuit number |
|  |  |  |  |
|  | **Exterior Wiring & Lights:** |  |  |
| 9 | Ensure all poles are grounded  Outdoor equipment  Mounting wall fixtures | 24 hours |  |
|  |  |  |  |
|  | **Emergency Generator:** |  |  |
| 10 | Check Fuel Level  Test start and transfer time  Transfer switches  Check operation of day tank pump.  Turn over all test equipment, i.e. oil bottles, etc.  Turn over all test reports | 24 hours |  |
|  |  |  |  |
|  | **Special Equipment:** |  |  |
| 11 | Training for electrical equipment  Instruction for special equipment  Tools or Keys for specialized equipment | 24 hours | Provide 12 sets of specialized tools or accessory equipment needed to operate the specialized equipment. |