

APPENDIX A -- ELECTRICAL REVIEW CHECKLIST

(For Reference)

**ELECTRICAL REVIEW CHECKLIST**

Project: \_\_\_\_\_ B.P.W. Project #: \_\_\_\_\_ Contract: \_\_\_\_\_

Consultant: \_\_\_\_\_ Plan Date: \_\_\_\_\_ Spec Date: \_\_\_\_\_ Review Date: \_\_\_\_\_

The items below detail the minimum requirements for electrical design being reviewed by the Bureau’s Project Manager. Electrical consultants shall provide these items in electrical designs, as applicable, in addition to the specific requirements of the project scope. This list is not all-inclusive and will be utilized only as a review checklist.

**Specifications**

- CSI Format
- NEC, REA568A, REA568B as applicable
- Section 16 00 00 to include substitution clause.
- Substitution clause in every specification section, in Divisions 2 – 50, in Part 2 (as the first item).
- Applicable to the project, having the correct voltage, products, and wiring methods for particular work at hand.
- All equipment utilized in the design is specified.  
 Conduit:  NM  MC  IMC  RGS  EMT  Other: \_\_\_\_\_  
 Lighting:  Individually fused lighting ballasts  LED exit lights  
 (EB) End of Life Detection Circuitry

**Drawings**

- General** title and title block information shall pertain to the info on that sheet and include the Bureau’s Project #.
- Legend** which includes all symbols and descriptions utilized in the design. Legend shall not include specifications for equipment.
- Single-line diagram** with all the primary and secondary distribution equipment and loads, including feeder identification with conductor and raceway size and type. The sizing, voltage, and type of equipment shall be noted on the single-line diagram.  
 Transformers  Panelboards  Switches  OC Devices  Ground  Wire  
 Computer Devices  Telephone Equipment  Other \_\_\_\_\_
- All distribution equipment** and all other loads located, with initial spatial coordination to scale.
- Service entrance** arrangements made and local utility requirements confirmed and noted by the design professional.  
 Electric Utility  Telephone Company  Local Fire Department  
 Electric Interconnect Co.  Telephone Interconnect Co.  
 CCTV  Security  Other \_\_\_\_\_
- Specify Bonding Requirements:** Show the entire electrode grounding system.  
 Service Entrance  Subpanels  Transformers  
 Separately derived systems

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- Branch circuiting** with voltage drop considerations, for both power and lighting, including switching, dimming, special controls and homerun designations in the direction of the source.
- Panelboard or Switchboard schedules** shall include:  
 Amperage  Voltage  Main lugs or breaker  
 Minimum AIC rating  # of Poles  Calculated Load  
 Enclosure type and mounting  Designation  
 Note for electrical contractor to provide as built pole connection numbers.
- Lighting design** shall include:  
 Show EX/EM fed from lights in area being served.  
 **Fixture Schedules** located on drawings including:  
 fixture symbol  manufacturer/catalog numbers,  # of lamps  
 type of lamp  mounting type  general description.
- Mechanical equipment** power requirements and physical locations, including special information as to who mounts, connects, tests, etc.
- Control diagrams and schematic** revealing interactive relationships as well as operating logic for all systems.
- Communications Systems** layout, riser and raceway details.  
 Telephone System  Computer System
- Fire Alarm System** layout and riser  
 Conventional  Voice  Existing  
 Connected:  City  HVAC  Waterflow  Elevator
- Layout and Riser** for miscellaneous systems  
 Audio  Video  Other \_\_\_\_\_

**Cost Estimate**

- Engineer's Opinion of Probable Costs** shall be provided each design phase submittal or as otherwise required in the Agreement.