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
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.