Include the following information and data on the project drawings. Information for exterior lighting and accessories shall be included in project specifications if not included on project drawings. See DCSM sections 2.3 and 2.6 for additional details on drawings.

**Instructions**:

Indicate your response to each item in the checklist. Select ‘Yes’ if the checklist item has been completed in full. Select ‘No’ or ‘N/A’ if that item is not included or not required for the specific project. Explain why that item has not been included in the submittal.

| **RESPONSE** | **REQUIREMENTS** |
| --- | --- |
|  | General |
| Choose an item. | Confirm whether power and lighting plans have been combined in the submittal. If combined, confirm that the combined plan clearly conveys the required information. |
| Choose an item. | Include north arrow and drawing scale. Use 1/8" scale minimum for floor plans. |
| Choose an item. | Provide lighting plans for each floor showing approximate fixture location, type, and lighting level required in each room or space (in foot-candles). |
| Choose an item. | Provide power distribution plans. Show locations of incoming service, generators, and panelboards. Include generator annunciator panel and smoke control system panel as applicable. |
| Choose an item. | Provide outlines of mechanical equipment (for coordination). |
| Choose an item. | Show interface points for communications, fire alarm, EMCS, and other pertinent systems. |
| Choose an item. | Indicate locations for receptacles, telephone outlets, switches, audiovisual, and data. |
| Choose an item. | Indicate the locations of exit signs and means of egress lighting for the interior and exterior. |
| Choose an item. | Show one-line riser diagram for the electric service equipment and major distribution components. |
| Choose an item. | Indicate, in kW or kVA, the electrical load total, the three-phase load, the motor load, and the size of largest motor in horsepower. |
| Choose an item. | Provide control diagrams, panel board schedules, and riser diagrams. |
| Choose an item. | Provide the lighting fixture schedule on the drawings. |
| Choose an item. | Provide layouts of electrical rooms at a scale not less than twice that of the floor plans. Show all required clearances. Show required door swings. |
| Choose an item. | Confirm that the doors to electrical rooms shall be provided with permanent signage reading “NO STORAGE” in letters no smaller than the room identification. Or, confirm that the working space as defined by NEC shall be marked by a 2" wide yellow line and stenciled “NO STORAGE – ELECTRICAL WORKING SPACE” in 2" high yellow letters in mechanical rooms, electrical rooms, and service areas. |
| Choose an item. | Provide layouts of elevator machine rooms at a scale not less than twice that of the floor plans. Show all equipment and required clearances for coordination. |
| Choose an item. | Provide details to include the duct bank, under and through footing penetration, housekeeping and equipment pads, lighting switching, grounding details for the service entrance, and individual transformers. |
| Choose an item. | Provide grounding riser diagram for generators, transfer switches, main-tie-main switchboards, and separately derived systems. |
|  | Interior Wiring and Circuiting |
| Choose an item. | Show locations of all fixtures, receptacles, switches, and outlet sizes. |
| Choose an item. | Show branch circuiting with identification of circuits for all light fixtures and switches. Show wire size, type insulation, method of running circuit, and number of conductors including ground fault protection, as applicable. |
| Choose an item. | Provide panelboard schedule for branch circuits. |
| Choose an item. | Show conduit sizes and runs. |
| Choose an item. | Show mounting height for outlets and switches on elevation or note on drawings. |
| Choose an item. | Confirm that equipment rooms and electrical rooms have been checked for adequate heat dissipation (e.g., cooling or ventilation). |
| Choose an item. | Confirm that wiring and equipment are suitable for kitchens, mechanical rooms, and other hot locations. |
| Choose an item. | Confirm that voltages, loads, and characteristics of electrical powered equipment are compatible with the service provided. |
| Choose an item. | Confirm that conduit stub-outs and circuiting are shown or located for future planned needs. |
|  | Service and Distribution |
| Choose an item. | On the electrical site plan, show the location of service to property and the overhead or underground routing of service to the building. Show the transformer location, if applicable, and the service entrance location. |
| Choose an item. | Show service cable size and type of wire (aluminum or copper). |
| Choose an item. | Show ground service and tie to protective ground. |
| Choose an item. | Show single line main power riser diagram from service entrance to distribution panelboards. |
| Choose an item. | Indicate the connection of equipment with circuit runs. Indicate the type of insulation, wire size, number and type of conductors for feeders. Include the equipment ground and ground fault protection. |
| Choose an item. | Indicate wiring and raceway requirements. Provide elevations of switchgear arrangements, the motor control centers, and the control switchboard. |
| Choose an item. | Show ratings for buses, instrument transformers, relays, instruments, circuit breakers, motors, motor controllers, lighting transformers, and other requirements not covered in the specifications. |
| Choose an item. | On electrical power floor plans, show location and identification number of the main panel and of distribution panelboards. |
| Choose an item. | Show panelboard schedules to include size, rating, circuit breaker ratings, class and number of poles, terminals, and equipment ground. |
| Choose an item. | Verify that sufficient space exists to install panelboards in locations as indicated. |
| Choose an item. | Verify that panelboards are not improperly recessed in fire-rated walls. |
| Choose an item. | Show disconnects for motors and electrical powered equipment |
| Choose an item. | Confirm that spare capacity of 25% has been included in all mains and panelboards. |
| Choose an item. | Confirm that structural supports have been designed and shown for electrical equipment, masts, and such. |
|  | Interior Lighting |
| Choose an item. | Provide the type, style, mounting, lamp arrangement, ballast type, power factor and lumens per watt. Use schedule if necessary. |
| Choose an item. | Provide location of fixtures on plan. Coordinate with reflected ceiling plan. |
| Choose an item. | Indicate wattage, voltage, and frequency rating required. |
| Choose an item. | Provide type of reflector and diffuser required. |
| Choose an item. | Indicate type of lens (glass or plastic). |
| Choose an item. | List accessories required such as photocell, time switches, and auxiliary lamps. |
| Choose an item. | Indicate mounting height above floor or grade to the bottom of the fixture. |
| Choose an item. | Indicate the type of rods or straps used to suspend fixtures if more than one type of hanger is used. |
| Choose an item. | Indicate if surface finish is reflecting or non-reflecting. |
| Choose an item. | Indicate if shielding is required. |
| Choose an item. | Show exit and emergency lighting for corridors, stairs, and egress routes. |
|  | Exterior Lighting and Accessories |
| Choose an item. | Provide luminaire schedule indicating pertinent information (mounting, lamps, ballasts, and voltage). |
| Choose an item. | Provide type of luminaire. |
| Choose an item. | Provide voltage and wattage rating required. |
| Choose an item. | List accessories required such as photocell, time switches, and auxiliary lamps. |
| Choose an item. | Show location of poles or standards. |
| Choose an item. | Indicate the extent and location of the work to be accomplished and wiring and equipment necessary for a complete installation. |
| Choose an item. | Show detail of pole base and foundation including anchorage and grounding. |
|  | Communication Systems |
| Choose an item. | On electrical site plan, show location of service to property and overhead or underground routing to building. |
| Choose an item. | Show location and size of communications equipment mounting board. |
| Choose an item. | On electrical power floor plans, show location of control panel. |
| Choose an item. | Show single line communications riser diagram. Indicate connection of equipment using circuit runs in lieu of conduit runs. Do not indicate number and size of conductors for interconnection of communications components. |
| Choose an item. | Show mounting height for outlets on elevation or note that on drawings. |
|  | Generators |
| Choose an item. | Show piping plans and elevations. |
| Choose an item. | Show fuel piping and tank details. |
| Choose an item. | Provide engine setting plan and details. |
| Choose an item. | Confirm that generator information is shown on civil; architectural; structural; heating, ventilating, and air conditioning; plumbing; and electrical plans and details. |
| Choose an item. | Provide flow diagrams indicating the number of engines and other system requirements. |
| Choose an item. | Provide diagrams indicating sizes of all piping not provided by the engine manufacturer. |
| Choose an item. | Indicate any additional specified water treatment requirements. |
| Choose an item. | Provide any limiting dimensions, not covered in the specifications, by codes, or defined on to-scale drawings, which are necessary for proper system operation. |
| Choose an item. | For one-line diagrams, indicate the number of engine-generator units and other system requirements. |
| Choose an item. | For one-line diagrams, confirm that wiring and raceway requirements are shown. |
| Choose an item. | For one-line diagrams, confirm that elevations of switchgear arrangements, the secondary unit substation, motor control centers, and the control switchboard are shown. |
| Choose an item. | For one-line diagrams, confirm ratings for buses, instrument transformers, relays, instruments, circuit breakers, motors, motor controllers, lighting transformers and other requirements are shown or covered in the specifications. |