

McGraw-Hill

**PORTABLE**

Engineering

**SECOND EDITION**

# **ELECTRICAL ENGINEER'S PORTABLE HANDBOOK**

- ▶ **Completely updated for 2002 NEC**
- ▶ **New sections on electrical production systems**
- ▶ **New section on blown fiber technology**

**Robert B. Hickey**

TLFeBOOK

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# Preface to the Second Edition

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This second edition of the *Electrical Engineer's Portable Handbook* includes a number of significant updates and a few worthy additions and enhancements.

All *National Electrical Code*® articles, tables, data, references, and so on have been updated to the 2002 edition of the *Code* in Chap. 2 and elsewhere where they occur. Two major changes throughout the latest edition of the *NEC* are the system of nomenclature/paragraphing hierarchy and the metrification of units as primary in tables and data.

Chapter 3 contains updated motor circuit feeder schedules, a transformer primary and secondary feeder schedule, and a new table of three-phase, three-wire, and four-wire plus ground feeder schedules sized to the overcurrent protection rating. These should prove to be time-saving tools.

The grounding electrode system (main service grounding detail) diagram in Chap. 4 has been updated and an introductory overview of a dissipation array system (DAS) for lightning protection has been added. This is an emerging technology application of a long-known theory that is gaining popularity in some critical installations.

Telecommunications-structured cabling systems information in Chap. 8 has been completely replaced with the latest BICSI standards (including tables, diagrams, and illustrations). An introductory overview to blown optical fiber technology (BOFT) provides insight into this very interesting, cost-competitive, and extremely flexible optical fiber technology. It is particularly amenable to renovation/retrofit applications because of its flexibility and avoids initial capitalization for installing future capacity in new construction.

I hope you will find this second edition of the *Electrical Engineer's Portable Handbook* a truly useful addition to your design tools library.

Bob Hickey

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# Introduction: How to Use This Book

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The concept of this book is that of a *personal tool*, which compacts 20 percent of the data that is needed 80 percent of the time by *electrical design professionals* in the preliminary design of buildings of all types and sizes.

This tool is meant to always be at one's fingertips (open on a drawing board, desk, or computer table; carried in a briefcase; or kept in one's pocket). It is never meant to sit on a bookshelf. It is meant to be used *everyday!*

Because design professionals are individualistic and their practices are so varied, the user is encouraged to *individualize this book* by adding notes or changing data as experience dictates.

Building codes and laws, new technologies, and materials are ever changing in this industry. Therefore, this book should be viewed as a *starter of simple data collection* that must be updated over time. New editions may be published in the future.

Because this book is so broad in scope, yet so compact, information can be presented in only one location, and not repeated. It is expected that the experienced practitioner is generally knowledgeable about the data and knows how to apply it properly. Information is often presented in the form of simple ratios, coefficients, application tips, or rules of thumb that leave the need for commonsense judgment.

This book is unique among handbooks. It provides myriad valuable time-saving data for the experienced practitioner, yet there are enough concept explanations and examples on critical topics to use it as a teaching tool for the fledgling electrical design professional. Also, the topics of Chapters 3 through 7, in particular, are arranged in a sequence that closely approximates the normal design process flow to facilitate speed for the experienced practitioner and learning for the beginner. The Index has been expanded to facilitate quickly locating needed information.

This book is *not a substitute* for professional expertise or other books of a more detailed and specialized nature, but will be a continuing everyday aid that takes the more useful "cream" off the top of other sources.

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# **CHAPTER ONE**

## **General Information**

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### **1.0 INTRODUCTION**

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This chapter provides information of a general nature that is frequently needed by the electrical design professional. Information that follows in subsequent chapters is more specific and closely follows the design process.

### **1.1 CHECKLISTS**

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The following checklists should prove useful in the execution of projects.



## 2 Electrical Engineer's Portable Handbook

**FIGURE 1.1** Project to do checklist (electrical).

Page 1 of 3	
Project Status	Project: _____
<input type="checkbox"/> SD	Proj. No: _____
<input type="checkbox"/> DD	PM/PE: _____
<input type="checkbox"/> CD	Date: _____
<b>PreDesign</b>	<b>Design</b>
<input type="checkbox"/> Review Contract Scope	<input type="checkbox"/> Main electric service
<input type="checkbox"/> Review Design Budget with P.M.	<input type="checkbox"/> Power Distribution system
<input type="checkbox"/> Establish design criteria	<input type="checkbox"/> Branch circuits
<input type="checkbox"/> Establish design schedule	<input type="checkbox"/> Building lighting
<input type="checkbox"/> Schedule review meetings & team	<input type="checkbox"/> Site lighting
<input type="checkbox"/> Setup project notebook	<input type="checkbox"/> Main telephone service
<input type="checkbox"/> Code review	<input type="checkbox"/> _____
<input type="checkbox"/> Obtain as-built drawings	<input type="checkbox"/> _____
<input type="checkbox"/> Site survey	
<input type="checkbox"/> Start project data sheet	<b>Other Systems</b>
<input type="checkbox"/> Contact Power Company	<input type="checkbox"/> Communications Consultant
<input type="checkbox"/> Contact Telephone Company	<input type="checkbox"/> AV Consultant
<input type="checkbox"/> Review client's design requirements	<input type="checkbox"/> Food Service Consultant
<input type="checkbox"/> _____	<input type="checkbox"/> Elevator Consultant
<input type="checkbox"/> _____	<input type="checkbox"/> Theatre Consultant
<input type="checkbox"/> _____	<input type="checkbox"/> Division 16 coordinated with Div. 15/13
	<input type="checkbox"/> _____
<b>Load Analysis</b>	<b>Special Systems</b>
<input type="checkbox"/> Schematic, sq.foot basis	<input type="checkbox"/> Fire alarm & smoke detection system
<input type="checkbox"/> Mechanical loads finalized	<input type="checkbox"/> Telephone outlets
<input type="checkbox"/> Process equipment loads finalized	<input type="checkbox"/> TV outlets
<input type="checkbox"/> Final design loads scheduled	<input type="checkbox"/> Elevator System
<input type="checkbox"/> _____	<input type="checkbox"/> Data outlets
	<input type="checkbox"/> Intercom system
<b>Fault Current Analysis</b>	<input type="checkbox"/> Security system
<input type="checkbox"/> Rough estimate pre-design	<input type="checkbox"/> Standby generators & Automatic Transfer Switch
<input type="checkbox"/> Final analysis	<input type="checkbox"/> Energy Management System
	<input type="checkbox"/> Grounding systems
<b>Coordination Study</b>	<input type="checkbox"/> Lightning Protection system
<input type="checkbox"/> Rough selection pre-design	<input type="checkbox"/> _____
<input type="checkbox"/> Final study	<input type="checkbox"/> _____

FIGURE 1.1 Project to do checklist (electrical). (Continued)

		Page 2 of 3
Project Status		Project: _____
<input type="checkbox"/> SD		Proj. No: _____
<input type="checkbox"/> DD		PM/PE: _____
<input type="checkbox"/> CD		Date: _____

  

<p><b>Specification</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cover</li> <li><input type="checkbox"/> Bidding forms</li> <li><input type="checkbox"/> General Conditions &amp; Division 1</li> <li><input type="checkbox"/> Non-electrical sections</li> <li><input type="checkbox"/> Division 13 sections</li> <li><input type="checkbox"/> Division 15 sections</li> <li><input type="checkbox"/> Division 16 sections</li> </ul> <p><b>Construction Estimates</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schematic design</li> <li><input type="checkbox"/> Design development</li> <li><input type="checkbox"/> Construction documents</li> </ul> <p><b>Drawings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Title block &amp; drawing size</li> <li><input type="checkbox"/> Site plans</li> <li><input type="checkbox"/> Demolition plans</li> <li><input type="checkbox"/> Symbol list</li> <li><input type="checkbox"/> Abbreviation list</li> <li><input type="checkbox"/> General notes</li> <li><input type="checkbox"/> Power plans</li> <li><input type="checkbox"/> Lighting plans</li> <li><input type="checkbox"/> Fixture schedule</li> <li><input type="checkbox"/> One-line power diagram</li> <li><input type="checkbox"/> Switchboard schedules</li> <li><input type="checkbox"/> MCC schedules</li> <li><input type="checkbox"/> Distribution panelboard schedules</li> <li><input type="checkbox"/> Lighting panelboard schedules</li> <li><input type="checkbox"/> Fire detection &amp; alarm plans</li> <li><input type="checkbox"/> Fire detection &amp; alarm one-line diagram</li> <li><input type="checkbox"/> Building grounding grid plan</li> <li><input type="checkbox"/> Lightning protection plan</li> </ul>	<p><b>Electrical Details</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Front Elevation Switchboards</li> <li><input type="checkbox"/> Front Elevation MCCs</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul> <p><b>Site Details</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Concrete Bases for Lighting Poles</li> <li><input type="checkbox"/> Transformer Concrete Pads &amp; Grounding</li> <li><input type="checkbox"/> Equipment Concrete Pads &amp; Grounding</li> <li><input type="checkbox"/> Manholes, Ductbanks, Grounding</li> <li><input type="checkbox"/> Trench, backfill &amp; reseed</li> <li><input type="checkbox"/> Pavement</li> <li><input type="checkbox"/> _____</li> </ul> <p><b>Drawing Check</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Overlay electrical drawings</li> <li><input type="checkbox"/> Complete drawing checklists</li> <li><input type="checkbox"/> Complete site checklists</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul> <p><b>In House Review</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conceptual review</li> <li><input type="checkbox"/> Schematic Design</li> <li><input type="checkbox"/> Design Development</li> <li><input type="checkbox"/> Construction Documents</li> </ul> <p><b>Client Submission</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schematic Design</li> <li><input type="checkbox"/> Design Development</li> <li><input type="checkbox"/> Construction Documents</li> </ul>
--	---

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**FIGURE 1.1** Project to do checklist (electrical). (*Continued*)

	Page 3 of 3
Project Status	Project: _____
<input type="checkbox"/> SD	Proj. No: _____
<input type="checkbox"/> DD	PM/PE: _____
<input type="checkbox"/> CD	Date: _____

  

**Design Closeout**

- Complete project data sheet
- Project profile completed
- File the design calculations
- Complete the design notebook
  - Has Power Company Reviewed Designed Service?  Yes  No  Not Required
  - Charges: \$ \_\_\_\_\_  Unknown
  - Has Power Company Been Sent Electrical Loads, Drawings and Specs?  
 Yes  No  Not Required
- Send client record documents
- \_\_\_\_\_
- \_\_\_\_\_

FIGURE 1.2 Drawing design checklist (electrical).

Page 1 of 3

Project Status

SD

DD

CD

Project: \_\_\_\_\_

Proj. No: \_\_\_\_\_

PM/PE: \_\_\_\_\_

Date: \_\_\_\_\_

  

**Items Included**

Power Plan

Lighting Plan

Site Plan

Special System Plans

Symbol List

Abbreviation List

One Line - Power Diagram

One Line - Special Systems

Switchboard Schedules

Panelboard Schedules

Fixture Schedules

Site Details

Electrical Details

Building Grounding Plan

Lightning Protection Plan

General Notes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**General Items to Check**

Title Blocks

Firm Logo

Job Number

Drawing Title

Drawing Numbers

Date

Plan Titles with Scale

Detail Titles with Scale

Detail Designation Symbols

Symbol List Agrees with Drawing

Abbreviation List Agrees with Drawings

Openings and Floor Plans for Installation and Removal of Electrical and Generator Equipment

Electrical equipment access and clearances

Elevator Size Accommodates All Equipment

Electrical Plans Overlaid on:

Architectural Plans

Reflected Ceiling Plans

Mechanical Plans

**One-Line Power Diagram**

Primary Distribution

Voltage

Fault Current Available

Cables and Raceways

Manholes and Pullboxes

Terminations and Splices

Primary Switchgear

Enclosure

Indoor  Weatherproof  Walk-in

Selector Switches

Non-fused  Fuse Size

Protective Devices

Stationary  Drawout

Manual  Electrical

Active  Space & Busing

Breaker  Trip Setting

Relay  Trip Setting

Circuit Numbering

Arresters

Interlocks

Fault Rating

## 6 Electrical Engineer's Portable Handbook

**FIGURE 1.2** Drawing design checklist (electrical). (*Continued*)

		Page 2 of 3
Project Status		Project: _____
<input type="checkbox"/> SD		Proj. No: _____
<input type="checkbox"/> DD		PM/PE: _____
<input type="checkbox"/> CD		Date: _____

  

<input type="checkbox"/> Primary Metering <input type="checkbox"/> Owner <input type="checkbox"/> Power Co.	<input type="checkbox"/> Main Protective Device <input type="checkbox"/> Fuse/Sw <input type="checkbox"/> Size & Class of Fuse
<input type="checkbox"/> Transformers <input type="checkbox"/> Primary Voltage <input type="checkbox"/> Primary Connection <input type="checkbox"/> Delta <input type="checkbox"/> Wye <input type="checkbox"/> Double Bushing <input type="checkbox"/> Secondary Voltage <input type="checkbox"/> Secondary Connection <input type="checkbox"/> Delta <input type="checkbox"/> Wye <input type="checkbox"/> Grounding <input type="checkbox"/> KVA & Percent Impedance (Min.) <input type="checkbox"/> Type: (Oil, Dry, Padmount, Open, WP, etc.) <input type="checkbox"/> Secondary Compartment C/Bs <input type="checkbox"/> Surge Arresters <input type="checkbox"/> Power Company Supplied	<input type="checkbox"/> Power Breaker <input type="checkbox"/> Insulated Case <input type="checkbox"/> Molded Case <input type="checkbox"/> Indv. Mount <input type="checkbox"/> Group Mount <input type="checkbox"/> Stationary <input type="checkbox"/> Drawout <input type="checkbox"/> Manual <input type="checkbox"/> Electrical <input type="checkbox"/> Thermal/Magnetic <input type="checkbox"/> Solid State <input type="checkbox"/> Number of Poles & Trip/Frame Amps <input type="checkbox"/> 100% Duty <input type="checkbox"/> 80% Duty <input type="checkbox"/> Shunt Trip <input type="checkbox"/> Interlocks or Ties
<input type="checkbox"/> Secondary Distribution <input type="checkbox"/> Voltage <input type="checkbox"/> Fault Current Available <input type="checkbox"/> Cables and Raceways <input type="checkbox"/> Manholes and Pullboxes <input type="checkbox"/> Termination and Splices	<input type="checkbox"/> Ground Fault Protection <input type="checkbox"/> Selective <input type="checkbox"/> Time Delay <input type="checkbox"/> Service Ground <input type="checkbox"/> Water Service <input type="checkbox"/> Building Steel <input type="checkbox"/> Ground Rod <input type="checkbox"/> Ground Grid - Substation <input type="checkbox"/> Ground Grid - Building
Secondary Switchboard <input type="checkbox"/> Switchboard (NEMA PB-2 and UL 891) <input type="checkbox"/> Switchgear (ANSI C37 and UL 1558) <input type="checkbox"/> Rating <input type="checkbox"/> Current <input type="checkbox"/> Voltage <input type="checkbox"/> Phase <input type="checkbox"/> Wire <input type="checkbox"/> Fault Rating <input type="checkbox"/> Service Entrance?	<input type="checkbox"/> Revenue Metering <input type="checkbox"/> Active <input type="checkbox"/> Reactive <input type="checkbox"/> CT's <input type="checkbox"/> PT's <input type="checkbox"/> Owner Metering <input type="checkbox"/> Volt <input type="checkbox"/> Amp <input type="checkbox"/> Watt <input type="checkbox"/> VA <input type="checkbox"/> Watt Hr <input type="checkbox"/> VARS <input type="checkbox"/> AMSS <input type="checkbox"/> VMSS <input type="checkbox"/> Electronic
<input type="checkbox"/> Enclosure <input type="checkbox"/> Free-standing <input type="checkbox"/> Non-freestanding	<input type="checkbox"/> Busing <input type="checkbox"/> Full Neutral <input type="checkbox"/> Ground Bus <input type="checkbox"/> Equipment Ground <input type="checkbox"/> Grounding Electrode Conductor <input type="checkbox"/> Connection
<input type="checkbox"/> Accessible <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Side	

FIGURE 1.2 Drawing design checklist (electrical). (Continued)

		Page 3 of 3	
Project Status		Project:	_____
<input type="checkbox"/> SD		Proj. No.:	_____
<input type="checkbox"/> DD		PM/PE:	_____
<input type="checkbox"/> CD		Date:	_____

  

<input type="checkbox"/> Main Feeder Cable and Raceways <input type="checkbox"/> Transfer Switches <input type="checkbox"/> Type <input type="checkbox"/> Automatic <input type="checkbox"/> Manual <input type="checkbox"/> Current Rating and # Poles <input type="checkbox"/> Control Connection <input type="checkbox"/> Load Feeder Cable and Raceway <input type="checkbox"/> 3 Pole or 4 Pole <input type="checkbox"/> Neutral and Ground Connection  <input type="checkbox"/> Standby Generator <input type="checkbox"/> Emergency Generator <input type="checkbox"/> Line Circuit Breaker <input type="checkbox"/> Main Lug <input type="checkbox"/> Thermal <input type="checkbox"/> Magnetic <input type="checkbox"/> Solid State <input type="checkbox"/> Number of Poles & Trip/Frame Amps <input type="checkbox"/> GFP <input type="checkbox"/> Sel. <input type="checkbox"/> Timedelay <input type="checkbox"/> Load Feeder Cable and Raceway <input type="checkbox"/> Neutral and Ground Connections <input type="checkbox"/> Power Distribution (Panelboard and MCC) <input type="checkbox"/> Bus Data <input type="checkbox"/> Current <input type="checkbox"/> Voltage <input type="checkbox"/> Phase <input type="checkbox"/> Wire <input type="checkbox"/> Fault Current <input type="checkbox"/> Full Neutral <input type="checkbox"/> Equipment Ground <input type="checkbox"/> Insulated <input type="checkbox"/> Enclosure <input type="checkbox"/> Weatherproof <input type="checkbox"/> Walk-in <input type="checkbox"/> Mounting <input type="checkbox"/> Individual <input type="checkbox"/> Group (Panel Sched.) <input type="checkbox"/> Stationary <input type="checkbox"/> Drawout	<input type="checkbox"/> Operation <input type="checkbox"/> Manual <input type="checkbox"/> Automatic <input type="checkbox"/> Protective Devices <input type="checkbox"/> Circuit Numbering <input type="checkbox"/> Fuse/Switch <input type="checkbox"/> Fuse Size/Class <input type="checkbox"/> Combination Starter <input type="checkbox"/> Fuse/Switch & Fuses <input type="checkbox"/> Circuit Breaker <input type="checkbox"/> Mag. Only <input type="checkbox"/> Starter Size & Type <input type="checkbox"/> Overload Relays <input type="checkbox"/> Circuit Breaker <input type="checkbox"/> Power <input type="checkbox"/> Insulated Case <input type="checkbox"/> Molded Case <input type="checkbox"/> 100% Duty <input type="checkbox"/> Mixed Duty <input type="checkbox"/> Thermal/Magnetic <input type="checkbox"/> Magnetic <input type="checkbox"/> Solid State <input type="checkbox"/> Number of Poles <input type="checkbox"/> Trip/Frame Amps <input type="checkbox"/> Ground Fault Protection <input type="checkbox"/> Selective <input type="checkbox"/> Time Delay <input type="checkbox"/> Interlocks <input type="checkbox"/> Key <input type="checkbox"/> Electric
--	--

FIGURE 1.3 Site design checklist (electrical).

Page 1 of 2

Project Status      Project: \_\_\_\_\_  
 SD                      Proj. No: \_\_\_\_\_  
 DD                      PM/PE: \_\_\_\_\_  
 CD                      Date: \_\_\_\_\_

**Site Drawings - Plans**

- Title
- Scale
- Benchmark
- Topo Lines

Top Elevation on:

- Transformer Pads
- Switchgear Pads
- Pole Bases for Site Lighting
- Standby Generator Pads
- Manholes
- Pullboxes

- Existing Utility Poles and Numbers
- New Utility Poles and Guys (by whom)
- Pole Transformers (by whom)
- Pad Mount Transformers (by whom)
- Revenue Meters
- Site Lighting Poles
- Generator (Outdoor)
- Switchgear (Outdoor)
- Manholes
- Pullboxes

Check Site Planting, Grades, Fences,  
Equipment for Truck Access to:

- Padmount Transformers
- Utility Poles
- Site Lighting Poles

**Aerial Distribution**

- Electric Primary
- Electric Secondary
- Telephone
- Site Lighting
- TV

**Underground Distribution**

- Electric Primary
- Electric Secondary
- Telephone
- TV
- Site Lighting
- Conduit Sleeves Under Pavement

**Fuel Oil Systems**

- Fuel Oil Tank
- Supply and Return Lines
- Fill Cap and Fill Lines
- Vent Cap and Vent Lines
- Tank Level Gauge Line
- Soil Condition - Anodes, FG
- Direction of Line Pitch

Check Truck Wheel Loading Cover:

- Fuel Oil Tanks
- Underground Lines
- Manholes
- Pullboxes

FIGURE 1.3 Site design checklist (electrical). (Continued)

	Project Status	Page 2 of 2
	<input type="checkbox"/> SD	Project: _____
	<input type="checkbox"/> DD	Proj. No: _____
	<input type="checkbox"/> CD	PM/PE: _____
		Date: _____

  

**Site Drawings - Details**

- Titles
- Scale
- Utility Pole Riser
- Revenue Meter Riser

Trench Cross Sections

- Electric, Telephone and TV Lines
- Duct Banks, Concrete and Grounding

  

- Padmount Transformer, Concrete Pad & Grounding
- Exterior Switchgear, Concrete Pad & Grounding
- Generator, Concrete Pad & Grounding
- Manholes, Concrete, Cable Racks & Grounding
- Pullboxes, Concrete, & Grounding
- Pole Bases for Site Lighting and Signs

Fuel Oil Systems

- Fuel Oil Tank, Concrete Pad
- Trench Cross Sections for Supply & Return Lines
- Fill, Vent and Level Gage Lines
- Fuel Fill Cap
- Fuel Vent Cap



FIGURE 1.4 Existing condition service & distribution checklist.

Page 1 of 3  
 Project: \_\_\_\_\_  
 Proj. No: \_\_\_\_\_  
 PM/PE: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Power Company Service**

Power Company: \_\_\_\_\_  
 Rep Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Type of Service:  
 Primary  Secondary  Unknown

Underground  Overhead  
 Combination  Unknown  
 \_\_\_\_\_

Transformation  
 Pad  Pole  N/A  Unknown  
 KVA: \_\_\_\_\_  Unknown  
 % Impedance: \_\_\_\_\_  Unknown  
 Primary Voltage \_\_\_\_\_  Unknown  
 Secondary Voltage: \_\_\_\_\_  Unknown

Short Circuit Fault Current Available  
 Power Company  Sym  
 Primary  MVA  
 Secondary: \_\_\_\_\_  A  
 Unknown

Power Company Pole #: \_\_\_\_\_  Unknown

New Poles:  Street Line  Private  
 N/A  Unknown

Primary Service  
 Raceway Size: \_\_\_\_\_  Unknown  
 Type:  RSC  PVC  PVC/Conc.  
 DB: \_\_\_\_\_  Unknown  
 Cable: \_\_\_\_\_  Unknown  
 Ground Conductor: \_\_\_\_\_  Unknown

**Secondary Service**  
 Raceway Size: \_\_\_\_\_  Unknown  
 Type:  RSC  PVC  PVC/Conc.  
 DB: \_\_\_\_\_  Unknown  
 Cable: \_\_\_\_\_  Unknown

Type of Power Available at Site Line  
 Primary  1PH  3PH  Unknown  
 Sec  1PH  3 PH  Unknown

Has Power Company Been Contacted for Existing Loads and Requirements for new services?  
 Yes  No  Not Req.

Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Main Electric Service**

Main Entrance Capacity:  
 Size \_\_\_\_\_ A  Unknown  
 Total Load \_\_\_\_\_ KW \_\_\_\_\_ KVA  
 Power Factor \_\_\_\_\_  Unknown  
 Largest Connected Motor  N/A  
 \_\_\_\_\_ HP  Unknown  
 Starter Size & Type \_\_\_\_\_  Unknown

FIGURE 1.4 Existing condition service & distribution checklist. (Continued)

Page 2 of 3  
 Project: \_\_\_\_\_  
 Proj. No: \_\_\_\_\_  
 PM/PE: \_\_\_\_\_  
 Date: \_\_\_\_\_

<p><b>Main Protective Device:</b></p> <p><input type="checkbox"/> Fuse/Switch   <input type="checkbox"/> MCCB   <input type="checkbox"/> ICCB</p> <p><input type="checkbox"/> Power breaker _____ <input type="checkbox"/> Unknown</p> <p>Duty: <input type="checkbox"/> 80%   <input type="checkbox"/> 100%   <input type="checkbox"/> Unknown</p> <p>Type of Trip: <input type="checkbox"/> Thermal   <input type="checkbox"/> Magnetic  <input type="checkbox"/> Solid State</p> <p>GFP <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unknown</p> <p><input type="checkbox"/> Selective   <input type="checkbox"/> Time Delay</p> <p>Current Limiting  <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unknown</p> <p>CT's Required: <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unknown</p> <p>PT's Required: <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unknown</p> <p>Who Supplies CT's and PT's:          _____ <input type="checkbox"/> Unknown</p> <p>Revenue Meters</p> <p><input type="checkbox"/> Active   <input type="checkbox"/> Reactive   <input type="checkbox"/> Unknown</p> <p><input type="checkbox"/> Inside   <input type="checkbox"/> Outside   <input type="checkbox"/> Unknown</p> <p>Type of Construction</p> <p><input type="checkbox"/> Panelboard   <input type="checkbox"/> Switchboard</p> <p><input type="checkbox"/> Unitized   <input type="checkbox"/> MCC _____</p> <p>Grounding Electrode Conductor          Size _____</p> <p><input type="checkbox"/> Ground Rod   <input type="checkbox"/> Water Service</p> <p>Rating of Gear          _____ AIC Sym.   <input type="checkbox"/> Unknown</p> <p>Comments:          _____          _____          _____</p>	<p><b>Power Distribution System</b>   <input type="checkbox"/> N/A</p> <p>Main Distribution Bus _____ A   <input type="checkbox"/> Unknown</p> <p>Rating _____ AIC Sym   <input type="checkbox"/> Unknown</p> <p>Distribution Devices</p> <p><input type="checkbox"/> Fuse/Switch   <input type="checkbox"/> MCCB   <input type="checkbox"/> ICCB</p> <p><input type="checkbox"/> Power breaker _____ <input type="checkbox"/> Unknown</p> <p>Duty: <input type="checkbox"/> 80%   <input type="checkbox"/> 100%   <input type="checkbox"/> Unknown</p> <p>Type of Trip: <input type="checkbox"/> Thermal   <input type="checkbox"/> Magnetic  <input type="checkbox"/> Solid State</p> <p>GFP <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unknown</p> <p><input type="checkbox"/> Selective   <input type="checkbox"/> Time Delay</p> <p>Current Limit <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Unknown</p> <p>Raceways <input type="checkbox"/> Aluminum   <input type="checkbox"/> RSC   <input type="checkbox"/> ISC</p> <p><input type="checkbox"/> EMT   <input type="checkbox"/> PVC   <input type="checkbox"/> Unknown</p> <p>Conductor Type _____ <input type="checkbox"/> Unknown</p> <p>Voltage Systems #1 _____ <input type="checkbox"/> Unknown</p> <p>#2 _____</p> <p>Raceway Location <input type="checkbox"/> Exposed   <input type="checkbox"/> Unknown</p> <p>Concealed in: <input type="checkbox"/> Walls   <input type="checkbox"/> Ceilings  <input type="checkbox"/> Floors   <input type="checkbox"/> Unknown</p> <p>Busway <input type="checkbox"/> Aluminum   <input type="checkbox"/> Copper   <input type="checkbox"/> WP</p> <p><input type="checkbox"/> N/A   <input type="checkbox"/> Unknown</p> <p><input type="checkbox"/> Feeder   <input type="checkbox"/> Plug-in   <input type="checkbox"/> Standard</p> <p><input type="checkbox"/> LVD   <input type="checkbox"/> CL</p> <p>Plug In Unit: <input type="checkbox"/> Fuse/Switch   <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Circuit Breaker   <input type="checkbox"/> Unknown</p> <p>Dry Type Transformer</p> <p><input type="checkbox"/> 1 PH   <input type="checkbox"/> 3 PH   <input type="checkbox"/> N/A   <input type="checkbox"/> Unknown</p> <p>Minimum Impedance _____ %</p>
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FIGURE 1.4 Existing condition service & distribution checklist. (Continued)

		Page 3 of 3					
		Project: _____					
		Proj. No: _____					
		PM/PE: _____					
		Date: _____					
Sub Panels:							
<input type="checkbox"/>	1 PH	<input type="checkbox"/>	3 PH	<input type="checkbox"/>	N/A	<input type="checkbox"/>	Unknown
Rating: _____		AIC sym		<input type="checkbox"/>			Unknown
Branch Breakers:				<input type="checkbox"/> Standard			
		<input type="checkbox"/> Switching Duty		<input type="checkbox"/>			Unknown
Comments:				_____			
				_____			
				_____			

FIGURE 1.5 Design coordination checklist (electrical).

		Page 1 of 3
Project Status <input type="checkbox"/> SD <input type="checkbox"/> DD <input type="checkbox"/> CD	Project: _____ Proj. No: _____ PM/PE: _____ Date: _____	
<b>Electrical Drawings - Plans</b>	<u>Coord./% Complete</u>	
Check that electrical floor plans match architectural and mechanical plans.	Y	N N/A
Check that the location of floor mounted equipment is consistent between disciplines.	Y	N N/A
Check that the location of light fixtures matches architectural reflected ceiling plan.	Y	N N/A
Check that elevator power, telephone and recall systems are shown and coordinated with architectural and fire protection	Y	N N/A
Check that light fixtures do not conflict with the structure or the mechanical HVAC system.	Y	N N/A
Check electrical connections to major equipment. Check that horsepower rating, phase, voltage, starter and drive types are consistent with other trade schedules.	Y	N N/A
Check that locations of panelboards are consistent with architectural floor plans, mechanical floor plans, plumbing & fire protection floor plans.	Y	N N/A
Check that the panelboards are indicated on the electrical riser diagram.	Y	N N/A
Check that HVAC control power needs are addressed.		
Check that notes are referenced.	Y	N N/A
Check that locations of electrical conduit runs, floor trenches, and openings are coordinated with structural plans.	Y	N N/A
Check that electrical panels are not recessed in fire rated walls.	Y	N N/A
Check that locations of exterior electrical equipment are coordinated with site paving, grading and landscaping.	Y	N N/A
Check that structural supports are provided for rooftop electrical equipment.	Y	N N/A
<b>Food Service Drawings</b>		
Check that the equipment layout matches other trade floor plans.	Y	N N/A
Check that there are no conflicts with columns.	Y	N N/A
Check that equipment is connected to utility systems.	Y	N N/A

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**FIGURE 1.5** Design coordination checklist (electrical). (Continued)

		Page 2 of 3		
Project Status		Project: _____		
<input type="checkbox"/> SD		Proj. No: _____		
<input type="checkbox"/> DD		PM/PE: _____		
<input type="checkbox"/> CD		Date: _____		
		<u>Coord./% Complete</u>		
Check that equipment as scheduled on the drawings matches the kitchen floor plans and specifications.	Y	N	N/A	
Check that floor depressions and floor troughs are coordinated.	Y	N	N/A	
Check that kitchen equipment is schedule and coordinated with floor plans.	Y	N	N/A	
<b>Communication Drawings</b>				
Check that equipment layout matches Architect and Consultant Plans.	Y	N	N/A	
Check for conflicts between equipment/device spacing, clearances and access.	Y	N	N/A	
Check for Architect's or Consultant's typical elevations and details showing special device location and mounting heights.	Y	N	N/A	
Check empty raceway systems for coordination with Consultant's equipment and wiring.	Y	N	N/A	
Check for coordination between Specialty Contractor responsibility and Electrical Contractor responsibility.	Y	N	N/A	
<b>A/V Drawings</b>				
Check that equipment layout matches Architect and Consultant Plans.	Y	N	N/A	
Check for conflicts between equipment/device spacing, clearances and access.	Y	N	N/A	
Check for Architect's or Consultant's typical elevations and details showing special device location and mounting heights.	Y	N	N/A	
Check empty raceway systems for coordination with Consultant's equipment and wiring.	Y	N	N/A	
Check for coordination between Specialty Contractor responsibility and Electrical Contractor responsibility.	Y	N	N/A	
<b>Theatre Drawings</b>				
Check that equipment layout matches Architect and Consultant Plans.	Y	N	N/A	
Check for conflicts between equipment/device spacing, clearances and access.	Y	N	N/A	

FIGURE 1.5 Design coordination checklist (electrical). (Continued)

		Page 3 of 3	
Project Status		Project: _____	
<input type="checkbox"/> SD		Proj. No: _____	
<input type="checkbox"/> DD		PM/PE: _____	
<input type="checkbox"/> CD		Date: _____	
		<b>Coord./% Complete</b>	
Check for Architect's or Consultant's typical elevations and details showing special device location and mounting heights.	Y	N	N/A
Check empty raceway systems for coordination with Consultant's equipment and wiring.	Y	N	N/A
Check for coordination between Specialty Contractor responsibility and Electrical Contractor responsibility.	Y	N	N/A
<b>Specifications</b>			
Check that bid items explicitly state what is intended.	Y	N	N/A
Check specifications for phasing of construction.	Y	N	N/A
Check that architectural finish schedule agrees with specification index.	Y	N	N/A
Check that major equipment items are coordinated with contract drawings.	Y	N	N/A
Check that items specified "as indicated" and "where indicated" in the specifications are in fact indicated on the contract drawings.	Y	N	N/A
Check that the table of contents matches the sections contained in the body of the specifications.	Y	N	N/A

FIGURE 1.6 Fire alarm system checklist.

		Page 1 of 3		
		Project: _____		
		Proj. No: _____		
		PM/PE: _____		
		Date: _____		
<b>Part One - Central Reporting Requirements</b>				
Emergency Forces Notification		Y	N	N/A
Auxiliary Alarm System: (Alarms transmitted directly to municipal communication center)		Y	N	N/A
Central Station: (Alarms transmitted to a station location with 24 hour supervision?)		Y	N	N/A
Central Station System: (Alarms automatically transmitted to, recorded in, maintained and supervised from an approved central supervising station)		Y	N	N/A
Proprietary Protective System: (Alarms automatically transmitted to a central supervising station on the Agency property with trained personnel and 24 hour supervision)		Y	N	N/A
Remote Station System: (Alarms transmitted to a location remote from the building where circuits are supervised and appropriate action is taken)		Y	N	N/A
<b>Part Two - Fire Alarm System</b>				
Is there a building presently equipped with a Fire Alarm System?		Y	N	N/A
If yes: indicate Make/Model _____				
Type: _____				
Date Installed: _____				
Will this project extend/expand the existing system?		Y	N	N/A
Does the existing system conform to current Codes?	NFPA	Y	N	N/A
	BOCA	Y	N	N/A
	ADA	Y	N	N/A
	NEC	Y	N	N/A
Is the existing system a conventional or an addressable system?		Y	N	N/A
Is all existing equipment of the same make and manufacturer?		Y	N	N/A
Is the "Fire Alarm Control Panel", located at the Primary Building Entrance or Main Lobby?		Y	N	N/A
Is the "Fire Alarm Control Panel" and "Annunciator" currently located at a location approved by the State or local Fire Marshal?		Y	N	N/A
Are system components readily available?		Y	N	N/A

FIGURE 1.6 Fire alarm system checklist. (Continued)

Page 2 of 3			
Project: _____			
Proj. No: _____			
PM/PE: _____			
Date: _____			
Have you inspected the existing Fire Alarm System?	Y	N	N/A
Have you received Agency information on the operational status of the existing system?	Y	N	N/A
Is the building equipped with adequate peripheral devices (i.e., pull stations, back up power, heat and smoke detectors, horn/speaker and strobe lights?)	Y	N	N/A
Is the existing panel and annunciator capable of accommodating the system expansion due to the new renovations?	Y	N	N/A
Have you requested copies of the latest State Fire Marshal citations?	Y	N	N/A
Are there smoke detectors at the elevator lobbies for the elevator recall system where required by Code?	Y	N	N/A
Are there smoke detectors in locations required by the Elevator Code (ASME/ANSI A 17.1)?	Y	N	N/A
Are there adequate quantities of horn/speaker and strobe lights in the corridors?	Y	N	N/A
Is the building equipped with a Fire-Fighter's phone system at each stairwell and elevator lobby?	Y	N	N/A
Have you verified that smoke detectors in residential rooms have been located away from cooking stoves and shower stalls?	Y	N	N/A
Have you specified "single-station", and not "system" detectors in the sleeping residential areas?	Y	N	N/A
Have air handling units been equipped with duct-smoke detectors, as required by NFPA Codes?	Y	N	N/A
Are air handling units annunciated at the building annunciator for easy identification of alarm location?	Y	N	N/A
Is the existing system connected to a Fire Department or other answering service?	Y	N	N/A
If a new building, is the system specified compatible with the existing campus system?	Y	N	N/A
Is the system specified as a "Proprietary" system?	Y	N	N/A
Does the Specification cite three manufacturers of equal quality meeting DPW and Agency requirements?	Y	N	N/A



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