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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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Credits

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Preface to the Second Edition

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

Introduction: How to Use This Book

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.

CHAPTER ONE

General Information

1.0 INTRODUCTION

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

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

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

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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

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

Page 2 of 3

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

Primary Metering
 Owner Power Co.

Transformers
 Primary Voltage
 Primary Connection
 Delta Wye Double Bushing
 Secondary Voltage
 Secondary Connection
 Delta Wye
 Grounding
 KVA & Percent Impedance (Min.)
 Type:
 (Oil, Dry, Padmount, Open, WP, etc.)
 Secondary Compartment C/Bs
 Surge Arresters
 Power Company Supplied

Secondary Distribution
 Voltage
 Fault Current Available
 Cables and Raceways
 Manholes and Pullboxes
 Termination and Splices

Secondary Switchboard
 Switchboard (NEMA PB-2 and UL 891)
 Switchgear (ANSI C37 and UL 1558)
 Rating Current Voltage
 Phase Wire
 Fault Rating
 Service Entrance?

Enclosure
 Free-standing Non-freestanding

Accessible
 Front Rear Side

Main Protective Device
 Fuse/Sw Size & Class of Fuse
 Power Breaker Insulated Case
 Molded Case
 Indv. Mount Group Mount
 Stationary Drawout
 Manual Electrical
 Thermal/Magnetic Solid State
 Number of Poles & Trip/Frame Amps
 100% Duty 80% Duty
 Shunt Trip
 Interlocks or Ties

Ground Fault Protection
 Selective Time Delay

Service Ground
 Water Service
 Building Steel
 Ground Rod
 Ground Grid - Substation
 Ground Grid - Building

Revenue Metering
 Active Reactive
 CT's PT's

Owner Metering
 Volt Amp Watt VA
 Watt Hr VARS
 AMSS VMSS
 Electronic

Busing
 Full Neutral
 Ground Bus
 Equipment Ground
 Grounding Electrode Conductor
 Connection

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

Page 3 of 3

Project Status

 SD
 DD
 CD

Project: _____
 Proj. No: _____
 PM/PE: _____
 Date: _____

- Main Feeder Cable and Raceways
- Transfer Switches
 - Type
 - Automatic
 - Manual
 - Current Rating and # Poles
 - Control Connection
 - Load Feeder Cable and Raceway
 - 3 Pole or 4 Pole
 - Neutral and Ground Connection
- Standby Generator Emergency Generator
 - Line Circuit Breaker Main Lug
 - Thermal
 - Magnetic
 - Solid State
 - Number of Poles & Trip/Frame Amps
 - GFP Sel. Timedelay
 - Load Feeder Cable and Raceway
 - Neutral and Ground Connections
- Power Distribution (Panelboard and MCC)
 - Bus Data
 - Current
 - Voltage
 - Phase Wire
 - Fault Current
 - Full Neutral
 - Equipment Ground
 - Insulated
 - Enclosure
 - Weatherproof Walk-in
 - Mounting
 - Individual Group (Panel Sched.)
 - Stationary Drawout

- Operation
 - Manual Automatic
- Protective Devices
 - Circuit Numbering
 - Fuse/Switch
 - Fuse Size/Class
 - Combination Starter
 - Fuse/Switch & Fuses
 - Circuit Breaker
 - Mag. Only
 - Starter Size & Type
 - Overload Relays
 - Circuit Breaker
 - Power
 - Insulated Case
 - Molded Case
 - 100% Duty
 - Mixed Duty
 - Thermal/Magnetic
 - Magnetic
 - Solid State
 - Number of Poles
 - Trip/Frame Amps
 - Ground Fault Protection
 - Selective Time Delay
 - Interlocks
 - Key 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>Main Protective Device:</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>Power Distribution System <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 <input type="checkbox"/> N/A <input type="checkbox"/> Unknown</p> <p><input type="checkbox"/> Feeder <input type="checkbox"/> Plug-in <input type="checkbox"/> Standard <input type="checkbox"/> LVD <input type="checkbox"/> CL</p> <p>Plug In Unit: <input type="checkbox"/> Fuse/Switch <input type="checkbox"/> N/A <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		Project: _____	
<input type="checkbox"/> SD		Proj. No: _____	
<input type="checkbox"/> DD		PM/PE: _____	
<input type="checkbox"/> CD		Date: _____	
Electrical Drawings - Plans		Coord./% Complete	
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
Food Service Drawings			
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	
Communication Drawings				
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	
A/V Drawings				
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	
Theatre Drawings				
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: _____	
		Coord./% Complete	
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
Specifications			
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: _____		
Part One - Central Reporting Requirements				
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
Part Two - Fire Alarm System				
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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