



## Low-Voltage Switchgear – Data Center Pre-Functional Checklist

Equipment ID	[Equipment ID]
Building	[Building]
Location	[Room]

### Statement of Readiness

The above equipment and/or systems integral to them are complete and ready for functional testing, except as noted. None of the outstanding items preclude safe and reliable functional tests being performed. This checklist does not take the place of the manufacturer's recommended checkout and startup procedures or report.

### Responsible Contractor Sign Here

CONTRACTOR	PRINTED NAME	SIGNATURE	DATE
General Contractor (GC)			
Mechanical Contractor (MC)			
Electrical Contractor (EC)			
TAB Contractor (TAB)			
Controls Contractor (CC)			

This statement of readiness has been received by the Commissioning Agent on \_\_\_\_\_ and will be incorporated as part of the final commissioning report.

### EQUIPMENT DATA

#### Switchgear Nameplate

Parameter	Data
Equipment ID	
Manufacturer	
Model	
Type	
Order Number	
Date Manufactured	
Serial Number	
Nominal kVA	



Parameter	Data
Voltage	
Phase	
Wire	
Continuous Current	
Number of Sections	
Enclosure Type	

## System Readiness Checklist

Yes = Checked and Completed, N/A = Not Applicable

Inspection Checklist					
Description	Yes	N/A	Initials	Date	Comments
As-Built Drawings complete, available and on-site.	<input type="checkbox"/>	<input type="checkbox"/>			
Equipment shop drawings available.	<input type="checkbox"/>	<input type="checkbox"/>			
Operation and Maintenance manuals available.	<input type="checkbox"/>	<input type="checkbox"/>			
Installation and startup manual available.	<input type="checkbox"/>	<input type="checkbox"/>			
Equipment warranty information completed and provided in O&M Manual.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify receipt and acceptance of manufacturer's factory test reports.	<input type="checkbox"/>	<input type="checkbox"/>			
Doors to electrical room installed.	<input type="checkbox"/>	<input type="checkbox"/>			
Locks or temporary security measures installed & operational. Room can be secured.	<input type="checkbox"/>	<input type="checkbox"/>			
Electrical room clear of storage, temporary equipment, etc.	<input type="checkbox"/>	<input type="checkbox"/>			
Permanent lighting or 30 foot candle temporary lighting in service.	<input type="checkbox"/>	<input type="checkbox"/>			
Egress routes from electrical room are unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>			
Electrical room & equipment clean of construction debris and dust, and are dry.	<input type="checkbox"/>	<input type="checkbox"/>			
Working clearances meet NEC and contract documents.	<input type="checkbox"/>	<input type="checkbox"/>			
Equipment has been installed on a level housekeeping pad.	<input type="checkbox"/>	<input type="checkbox"/>			
Equipment anchored per manufacturer's instruction.	<input type="checkbox"/>	<input type="checkbox"/>			
Warning Signs installed per shop drawings and contract documents.	<input type="checkbox"/>	<input type="checkbox"/>			
All shipped-loose components installed.	<input type="checkbox"/>	<input type="checkbox"/>			
Equipment and switchgear grounding and bonding installed for each section.	<input type="checkbox"/>	<input type="checkbox"/>			
All grounding connections made with either exothermic process or with non-reversible compression fittings.	<input type="checkbox"/>	<input type="checkbox"/>			



Inspection Checklist					
Description	Yes	N/A	Initials	Date	Comments
Cabinet/compartments doors allow for full swing; latch open and close without binding; and no physical damage.	<input type="checkbox"/>	<input type="checkbox"/>			
Bus and units correspond to one-line diagram.	<input type="checkbox"/>	<input type="checkbox"/>			
All internal and field wiring completed and switchgear fully assembled.	<input type="checkbox"/>	<input type="checkbox"/>			
Interior low voltage switchgear bus and compartments vacuumed and wiped clean with manufacturer approved electrical cleaner.	<input type="checkbox"/>	<input type="checkbox"/>			
All bolted connections tightened to their proper torque values.	<input type="checkbox"/>	<input type="checkbox"/>			
All wiring installed properly with correct bend radius and no insulation damage.	<input type="checkbox"/>	<input type="checkbox"/>			
Testing agency has been scheduled to perform the test and the commissioning agent has been notified of the testing date.	<input type="checkbox"/>	<input type="checkbox"/>			
Test equipment requirements have been reviewed with the testing agency.	<input type="checkbox"/>	<input type="checkbox"/>			
Power available for test equipment.	<input type="checkbox"/>	<input type="checkbox"/>			
Installation is complete and ready for verification testing.	<input type="checkbox"/>	<input type="checkbox"/>			
Training Plan approved.	<input type="checkbox"/>	<input type="checkbox"/>			
Training sessions of owner training completed / acceptance granted / training materials submitted to Commissioning Agent.	<input type="checkbox"/>	<input type="checkbox"/>			
Notes:					

Additional Comments: