



Switchboards 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 Information

Make		Model Number			
Serial Number		NEMA Enclosure		KVA	
Volts/Phase		AMPS		KW	
Service Area					
Notes:					



System Readiness Checklist

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

General Installation					
Description	Yes	N/A	Initials	Date	Comments
As-Built Drawings complete	<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"/>			
Electrical room grounding system complete.	<input type="checkbox"/>	<input type="checkbox"/>			
Ground bus(es) have been installed and terminated to ground system. Grounding electrode connection to building steel completed per design drawings.	<input type="checkbox"/>	<input type="checkbox"/>			
Temporary switchboard circuit directory completed.	<input type="checkbox"/>	<input type="checkbox"/>			
Component/subsystems are clearly and correctly identified with temporary/permanent labels (bus, section, breakers and devices)	<input type="checkbox"/>	<input type="checkbox"/>			
Transient Voltage Suppression System installed per approved shop drawings.	<input type="checkbox"/>	<input type="checkbox"/>			
Switchboard labeled with engraved laminated plastic or metal nameplates mounted with corrosion-resistant screws.	<input type="checkbox"/>	<input type="checkbox"/>			
Shipping bolts and braces removed	<input type="checkbox"/>	<input type="checkbox"/>			



General Installation					
Description	Yes	N/A	Initials	Date	Comments
Shipping splits bolted together at proper torque	<input type="checkbox"/>	<input type="checkbox"/>			
All enclosure panels and doors in place, fitted & undamaged	<input type="checkbox"/>	<input type="checkbox"/>			
All shipped-loose components installed	<input type="checkbox"/>	<input type="checkbox"/>			
Current/Potential Transformer fuses are installed and connected.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify neutral connection to ground.	<input type="checkbox"/>	<input type="checkbox"/>			
All bolted electrical connections have been tightened to their proper torque values. (Note: some connections will be disconnected as part of the FPT. These connections will be field torqued to proper settings at the conclusion of the field-testing.)	<input type="checkbox"/>	<input type="checkbox"/>			
All Overcurrent protective devices have been installed at the proper ampere rating and all settings have been adjusted to match the system Coordination Study.	<input type="checkbox"/>	<input type="checkbox"/>			
Electrical testing representative 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 electrical testing representative.	<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: