

Panel Construction Checklist

Project:	
Date:	
Building:	
Location:	

Submittal / Approvals

Submittal. The above equipment and systems integral to them are complete and ready for functional testing. The checklist items are complete and have been checked off only by parties having direct knowledge of the event, as marked below, respective to each responsible contractor. This construction checklist is submitted for approval, subject to an attached list of outstanding items yet to be completed. A Statement of Correction will be submitted upon completion of any outstanding areas. None of the outstanding items preclude safe and reliable functional tests being performed. **List attached.**

Electrical Contractor	Date	General Contractor	Date

Construction checklist items are to be completed as part of startup & initial checkout, preparatory to performing test procedures.

- This checklist does not take the place of the manufacturer’s recommended checkout and startup procedures or report.
- Contractors assigned responsibility for sections of the checklist shall be responsible to see that checklist items by their subcontractors are completed and checked off.

Approvals. This filled-out checklist has been reviewed. Its completion is approved with the exceptions noted below.

Project Engineer	Date	Owner’s Representative	Date

DIVISION 1 – GENERAL REQUIREMENTS
Section 01 91 00.13m – Panel Construction Checklist

Panel Schedule (Add as required)

Panel Information			
Panel Tag		Panel Location	
System (Circle one)	Power / Lighting	208 - 120 / 480 - 277	Normal / Emergency
Manufacturer		Model Number	
Serial Number		Short Circuit Capacity	
Volts/Phase Rating		Amperage Rating	
Service Area			
Comments:			

Associated Checklists					
Grounding	<input type="checkbox"/>	Lighting	<input type="checkbox"/>	Low Voltage Transformer	<input type="checkbox"/>
Low Voltage MCC	<input type="checkbox"/>	Low Voltage Switchgear	<input type="checkbox"/>	Unit Substation	<input type="checkbox"/>
Unit Substation Transformer	<input type="checkbox"/>	Other	<input type="checkbox"/>	Other	<input type="checkbox"/>
Comments:					

Requested documentation submitted	Rec'd	Comments
Manufacturer's cut sheets	<input type="checkbox"/>	
Installation and startup manual and plan	<input type="checkbox"/>	
O&M manuals	<input type="checkbox"/>	
Sequences and control strategies	<input type="checkbox"/>	
Warranty Certificate	<input type="checkbox"/>	
Field test reports	<input type="checkbox"/>	
Comments:		

Distribution Panel Enclosure/Cabinetry		
Check if Acceptable; Provide comment if unacceptable	NA	Comment
Equipment installed per manufacturer's instructions and specifications	<input type="checkbox"/>	<input type="checkbox"/>
Equipment installed agrees with shop drawings and specifications	<input type="checkbox"/>	<input type="checkbox"/>

DIVISION 1 – GENERAL REQUIREMENTS
Section 01 91 00.13m – Panel Construction Checklist

Verify mounting, location and clearances are per plans and specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Inspect for physical, electrical and mechanical condition of equipment and cabinet - no damage evident	<input type="checkbox"/>	<input type="checkbox"/>	
Inspect panels and doors for proper fit and alignment	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment labels permanently affixed, compliant with Port standards	<input type="checkbox"/>	<input type="checkbox"/>	
Panel is clean and clear of dust or dirt	<input type="checkbox"/>	<input type="checkbox"/>	
Verify correct circuit breaker sizes and types per the specifications and manufacturer's drawings	<input type="checkbox"/>	<input type="checkbox"/>	
Verify door-in-door panel cover.	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
Circuit Breakers 208/120 VAC Panels			
Installed per manufacturer's instructions, plans and specifications	<input type="checkbox"/>	<input type="checkbox"/>	
No physical damage	<input type="checkbox"/>	<input type="checkbox"/>	
Verify voltage and current rating of circuit breaker are per plans and specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Verify breakers are mounted securely and operates smoothly	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Operational Checks			
Check if Acceptable; Provide comment if unacceptable	NA	Comment	
Specified sequences of operation and operating schedules have been provided with all variations documented	<input type="checkbox"/>	<input type="checkbox"/>	
Specified point-to-point checks have been completed and documentation record submitted for this system	<input type="checkbox"/>	<input type="checkbox"/>	

Comments: