

## SOM FACILITIES START-UP AND COMMISSIONING CHECK LIST FOR ELECTRICAL EQUIPMENT

|           |               |  |
|-----------|---------------|--|
| Building: | Project Name: |  |
| Date:     | Name:         |  |

### AUTOMATIC TRANSFER SWITCH

| ITEM | DESCRIPTION   | STATUS |   | COMMENTS |
|------|---|--------|---|----------|
| 1    | VISUAL AND MECHANICAL INSPECTION                                |        |   |          |
| a    | Verify approved Equipment Manufacturer                          | P      | F |          |
| b    | Equipment matches project drawings, specifications, & submittal | P      | F |          |
| c    | Physical and mechanical condition is acceptable                 | P      | F |          |
| d    | Panel covers and doors operate and latch properly               | P      | F |          |
| e    | ATS has been installed per project specification                | P      | F |          |
| f    | ATS is installed level and anchored properly                    | P      | F |          |
| g    | ATS metering/control panel is properly installed                | P      | F |          |
| h    | Unit has proper identification tag                              | P      | F |          |
| i    | Normal conductors are properly sized                            | P      | F |          |
| j    | Normal conductors are properly color coded                      | P      | F |          |
| k    | Emergency conductors are properly sized                         | P      | F |          |
| l    | Emergency conductors are properly color coded                   | P      | F |          |
| m    | Outgoing conductors are properly sized                          | P      | F |          |
| n    | Outgoing conductors are properly color coded                    | P      | F |          |
| o    | BMS communication wiring has been terminated                    | P      | F |          |
| p    | Generator interconnect wiring is complete (start signal)        | P      | F |          |
| q    | Unit is clean and clear of construction debris                  | P      | F |          |
| r    | Arc flash labels have been applied to equipment                 | P      | F |          |

## SOM FACILITIES START-UP AND COMMISSIONING CHECK LIST FOR ELECTRICAL EQUIPMENT

### AUTOMATIC TRANSFER SWITCH

| ITEM | DESCRIPTION                                   | STATUS |   | COMMENTS |
|------|---|--------|---|----------|
| 1    | VISUAL AND MECHANICAL INSPECTION (continued)  |        |   |          |
| s    | Equipment has been determined SAFE to operate | P      | F |          |

- t Perform manual transfer to normal
- u Perform manual transfer to emergency
- v All connections have been properly torqued and marked

|   |   |       |
|---|---|-------|
| P | F | <hr/> |
| P | F | <hr/> |
| P | F | <hr/> |

## 2 TESTING

- a Electrical Acceptance Testing Performed on ATS per Specification
- b Insulation Resistance Testing Performed on all ATS Conductors

|   |   |       |
|---|---|-------|
| P | F | <hr/> |
| P | F | <hr/> |

## 3 OPERATIONAL INSPECTION

- a Verify proper voltage of Normal Source
- b Verify proper Phase Rotation of Normal Source
- c Verify proper voltage of Emergency Source
- d Verify proper Phase Rotation of Emergency Source
- e Vendor Start-Up has been Completed

|   |   |           |     |     |       |
|---|---|-----------|-----|-----|-------|
| P | F | AB:       | BC: | CA: | <hr/> |
| P | F | Rotation: | CW  | CC  | <hr/> |
| P | F | AB:       | BC: | CA: | <hr/> |
| P | F | Rotation: | CW  | CC  | <hr/> |
| P | F | <hr/>     |     |     |       |