

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	_____

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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	
P	F	
P	F	

2 TESTING

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

P	F	
P	F	

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:
P	F	Rotation:	CW	CC
P	F	AB:	BC:	CA:
P	F	Rotation:	CW	CC
P	F			