

DESIGN COORDINATION CHECKLIST
ELECTRICAL

Project Name:		Project No :
Drawing title, with number and revision		Originator :
		Checker :
		Reviewer :

No.	Aspect Reviewed	Coordinated			Remarks
		Yes	No	N/A	
1	Main electrical room has sufficient space for electrical and transformers (room & equipment drawn to scale) switchgear				
2	Each electrical room has sufficient space for panels and transformers (room and equipment drawn to scale)				
3	Housekeeping pads shown on architectural or structural				
4	Emergency generator room sized for largest generator model				
5	Electrical switchgear, transformers and panels have minimum required clearances				
6	Panel boards not in electrical rooms match architectural locations				
7	Location of equipment on electrical matches mechanical and plumbing				
8	Sufficient spare capacity provided at main switchgear, motor control centers and emergency generators				
9	Check location of vertical bus risers with location of structural beams				
10	Slab openings for bus risers match structural locations				
11	Does architectural have equipment that requires power?				
12	Power for architectural equipment matches architectural				
13	Power for mechanical equipment matches mechanical power requirements				
14	Power for plumbing equipment matches plumbing power requirements				
15	Location of light fixtures match architectural ceiling plan				

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16	All wall mounted lights have mounting height shown				
17	All wall mounted lights are above or beyond door swings				
18	Verify emergency lighting provided where required				
19	All pendant (or chain) mounted lights have mounting height shown				
20	Disconnect switches provided for all mechanical, plumbing and elevator equipment				
21	Fire/life safety riser to show connection to fans and another mechanical/plumbing equipment required to be controlled				
22	Fire/life safety riser to show connection to elevator equipment				
23	Fire alarm control panel is connected to emergency power or has a battery pack				
24	Provide life/safety speakers in mechanical, electrical, and fan rooms				
25	Fire control provided at kitchen hood exhaust ducts				
26	Duct smoke detector quantity and location match mechanical				
27	Receptacles not located in glass walls, windows or behind equipment				
28	Floor mounted receptacles to be dimensioned from grid lines or face of walls.				
29	Floor mounted receptacles to match architectural locations				
30	Variable frequency drives required by mechanical or plumbing being supplied by electrical				
31	Tamper switch provided at site pressure indicating valves				

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32	Telephone conduit provided from group controller to telephone room				
33	Additional disconnect switches at elevator machine rooms were required				
34	Conduit provided from elevator shafts to fire control room				
35	Power provided to each EMS panel				
36	Power to kitchen equipment is provided per the kitchen drawings				
37	Hanging transformer details shown on architectural				
38	Light switches not located in glass walls, windows or behind equipment				
39	Locate in plan site vaults, transformer pads and duct banks				
40	Locations of underground vaults, manholes and duct banks do not interfere with civil site utilities				
41	Location of site light fixtures matches civil and landscaping				
42	Light pole footing detail shown on electrical drawings				
43	Provide power for irrigation controllers				
44	All exterior lighting controlled by one-time clock or one photocell				
45	Exterior light fixtures to be located in plan and elevation				
46	Lights in fountains and pools must have junction boxes above the water level				
47	Provide lighting on emergency power between the building exits and the property line				
48	Each light fixture has a type noted				

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49	Each fixture type has been coordinated with the ceiling type (gypsum board, T-bar. fine line)				
50	Sufficient lighting provided in elevator machine rooms				
51	Provide lights in mechanical enclosures and inside air handlers				
52	Provide emergency lighting in each elevator machine room				
53	Check visibility of each exit sign				
54	Provide a security riser if there is security in the project				
55	Where there is door security hardware has electrical provided a door elevation showing conduit and location of each security item?				
56	Halon system schematic provided				
57	Verify that mechanical is providing the fans, ducts and dampers required for halon				
58	A telecommunication riser diagram has been provided				
59	Provide emergency telephones in stairwells (high-rise)				
60	Provide fireman's phone jack in stairwells and elevator lobbies (high-rise)				