

Pre Site Visit Check List

Please return to Intellimeter Service office ASAP!

Thank you for installing the Intellimeter Metering System on your Project. To prepare for the commissioning of the system we require the confirmation of the schedule below for each of the metering panels and the overall system. **Please take the time to complete the following pre site visit check list. Fill only the CUSTOMER column. Return it to our office as soon as possible. We will do our best to accommodate but site scheduling may take up to **4 WEEKS** from time of receiving this document. If Intellimeter needs to return to site due to inaccuracies in pre-site check list, a chargeable service call will apply for any return visits.**

Thank you for your cooperation and we look forward to providing our services to you in this regard.

	Description of the work	Yes / No Customer	Technician
1	Has all distribution/metering equipment been installed.		
2	Does panel schedule/breaker layout exactly match Intellimeter shop drawing? - If not, label feeds with breaker # beside location of CT install		
3	All feeders for the distribution panel(s) are pulled, connected, and energised.		
4	All suite feeders has been pulled and connected to their designated breaker through the designated CT's provided.		
5	All loads have been identified and confirmed at the distribution panels. *Suite to Breaker Verification by Contractor.		
5A	Were CT leads extended? If so, ensure extensions are labelled on both ends with CT# and Phase.		
5B	Are CT's installed directly beside breakers? If not, label feeds with breaker # beside location of CT install		
5C	CT Direction- are the CT arrow pointing to the load? - H1 is line side H2 is load side - Arrow points to the load		
6	*All suites or loads have been documented on the Metering Panel Schedule and drawings attached.		
7	All communication cables are installed as per overview drawing(s)		
8	At each metering unit, all communication cable are identified ID & in and out and has enough length for proper termination to Terminal connector		

Job Name:	Intellimeter Job #:	Date:

9	Are the communication end terminated and connected to Meter/Device?		
10	***The DCU communication cabinet is mounted in designated area with 120VAC, 15A circuit and a communication link to the internet is provided. (Room Temperature not to exceed 32°C/90°F Data collection unit as supplied with metering system,(computer in a box)		
11	Internet Connection – Internet must be provided to DCU to complete the commissioning and Data Collection – if not available arrangements must be made to accommodate temporarily.		

** This installing contractor will be responsible to ensure the proper load is identified for billing/energy monitoring.*

***At least 5-25% load is required to each meter for the verification process.*

Job Name:	Intellimeter Job #:	Date:

Contractor/Company:	Office Number:
Site Forman:	Site Number:
IT Responsible (Name and contact information)	
Sign off that all is ready for Commissioning: _____ Date: _____	
Date Requesting for Site Visit:	
Site Address:	
Any Safety Equipment Required?	
<p>To facilitate the commissioning process, it is requested that the installation technician/electrician be available for the inspection to assist in the removal of panel covers and if any changes need to be made throughout the inspection. Your cooperation is appreciated.</p> <p><u>Terms and Conditions of Sale</u></p> <p>11. Safety Site and working conditions must meet conditions as laid out in the applicable Health and Safety Act and Regulations.</p> <p>If applicable, the Purchaser must provide upon request to Intellimeter personnel copies of appropriate WHMIS manuals and floor plans indicating areas where hazardous materials and chemicals are located and emergency exits for service rooms and other areas of operation.</p> <p>No Intellimeter employee is required to work on equipment which has not, in his or her sole opinion, been placed in an electrically safe state for the work to be performed. It is at the sole discretion of Intellimeter to accept the safety procedures, working conditions and required number of support staff to commence with the work. The purchaser shall supply to Intellimeter at the request of Intellimeter and at no cost to Intellimeter a qualified tradesman when working on equipment.</p>	

Intellimeter Service Department: Phone: 905-839-9199, Fax: 905-839-919. Email: service@intellimeter.ca

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This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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