

Pre Site Visit Check List

Please return to ICI Service office ASAP!

Thank you for installing the ICI 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 and 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 Work	Yes / No/NA
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 Confirmed 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.	
9 Are the communication end terminated and connected to Meter/Device?	

Job Name:	ICI Job #:	Date:
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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.

**If a PTLs is supplied for this project.

Job Name:	ICI Job #:	Date:

Contractor/Company:	Office Number:
Site Forman:	Site Number:
Sign off that all has been checked for Commissioning: _____ Date: _____	
Date Requesting for Site Visit:	
Job Site Address: City: Province/State:	
Any Safety Equipment Required:	
Any Safety Orientation Required:	
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><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 ICI 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 ICI 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 ICI to accept the safety procedures, working conditions and required number of support staff to commence with the work. The purchaser shall supply to ICI at the request of ICI and at no cost to ICI a qualified tradesman when working on equipment.</p>	

ICI Service Department: Phone: 905-839-9199 Ext: 253, Fax: 905-839-919 - Service@intellimeter.ca

Comments:

Job Name:	ICI Job #:	Date: