

CHILLED WATER CONNECTION CHECKLIST AND APPROVAL

Item	Notes	By	Date
Passivation Complete			
Flushing Complete			
Nitrate corrosion inhibitor added	Residual value:		
Pipe labeling complete and correct			
Pipe insulation in place			
Pipe hangers & anchors in place			
Pressure test complete	Beginning pressure: Ending pressure:		
UNM inspection complete	Inspector Name:		
Underground piping warning tapes in place			
Metering in place and operational	Refer to I&C Connection Checklist Totalizer Reading:		

Acceptance of Chilled Water Installation and Approval to Connect to UNM Utilities:

UNM Utilities Representative:

Name & Position: _____

Signature & Date: _____

Contractor Representative:

Name & Position: _____

Signature & Date: _____

This checklist applies to new work and is also applicable to extensions and major reconstruction of existing systems.

STEAM and CONDENSATE CONNECTION CHECKLIST AND APPROVAL

Item	Notes	By	Date
Pipe labeling complete and correct			
Pipe insulation in place			
Pipe hangers & anchors in place			
Pressure test complete	Beginning pressure: Ending pressure:		
UNM inspection complete	Inspector Name:		
Underground piping warning tapes in place			
Condensate Return Unit in place and properly operational			
PRV station properly set			
Steam traps in place and properly piped			
Relief piped to outside			
Metering in place and operational	Refer to I&C Connection Checklist Totalizer reading:		

Acceptance of Steam and Condensate Installation and Approval to Connect to UNM Utilities:

UNM Utilities Representative:

Name & Position: _____

Signature & Date: _____

Contractor Representative:

Name & Position: _____

Signature & Date: _____

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ELECTRICAL CONNECTION CHECKLIST AND APPROVAL

MANHOLES

Item	Notes	By	Date
MV Cable Tested	Testing performed by third party, must supply test results		
All metals parts to be grounded in MH			
T-Bodies shields grounded			
T-Bodies Torqued Connection	UNM must witness torque		
Cable Arms shall have Porcelain Insulators	Inspected by UNM personnel		
Cables properly labeled/identified	Panduit-MP350-C or similar label		
Fire Wrap cable			
Duct Seal conduits			
Clean area of any debris, trash, metal filings, etc.			
Final Inspection by UNM personnel			

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MEDIUM VOLTAGE SWITCH

Item	Notes	By	Date
Shell properly aligned to pad	Relay control boxes need to open to 90 degrees		
Switch and Shell properly anchored			
Switch properly grounded			
Shell properly grounded	Shell to Switch		
Bushings Drains/Grounds properly installed			
Cables properly grounded	Non-reversible crimp		
A & B main feeder neutrals/grounds	Non-reversible crimp		
Cables properly labeled/identified	Panduit-MP350-C or similar label		
Cables tested	Testing performed by 3 rd party, must supply test results		
Cables properly connected to Switch	T-Bodies and Loadbreak elbows connection and torque witnessed by UNM personnel		
Switch tested	Testing performed by 3 rd party, must supply test results		
Protective relay tested	Testing performed by 3 rd party, must supply test results		
A & B circuits phasing correct	A-A, B-B, C-C must be in phase, UNM to witness, must have calibration certificate with HV meter		
Conduits shall be Duct Sealed			
Clean area of any debris, trash, metal filings, etc.			
Outer Shell sealed with proper outdoor sealant to base of platform			

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TRANSFORMER

Item	Notes	By	Date
Bushings Drains/Grounds properly installed			
Transformer properly grounded	Primary & Secondary grounds included		
MV Cables properly grounded	Non-reversible crimp		
Cables properly labeled/identified	Panduit-MP350-C or similar label, primary and secondary		
Cables properly connected to Transformer	Loadbreak elbows connection witnessed by UNM personnel, correct hardware used on secondary (Bellville Washers required)		
Secondary connections shall have torque markings			
Primary & Secondary Cables tested	Testing performed by 3 rd party, must supply test results		
Transformer tested	Testing performed by 3 rd party, must supply test results		
Conduits must be Duct Sealed			
Clean area of any debris, trash, metal filings, etc.			
Outer Shell shall be sealed with proper outdoor sealant to base of platform			

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METERING

Item	Notes	By	Date
All wiring & devices labeled			
Power supply power to be fused			
Voltage circuit shall have fuses, current circuit shall have shorting block			
All wiring shall be stranded AWG			
Current circuits wire to be #12 AWG or larger			
Meter voltage & current phasing correct			

INSPECTION CERTIFICATES

Item	Notes	By	Date
Electrical Contractor inspection Passed	Attach letter from GC confirming, attach green tags		
UNM Inspection Passed	Primary and Secondary		

TESTING UPON ENERGIZATION

Item	Notes	By	Date
Voltage readings	Taken at secondary of Transformer		
Phase Rotation	Taken at secondary of Transformer		
Write voltage and rotation information on secondary door of Transformer	Include date and contractor information		

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Voltage Readings & Rotation

A-G:	B-G:	C-G:	Rotation:
A-B:	B-C:	C-A:	

Acceptance of Electrical Installation and Approval to Connect to UNM Utilities:

UNM Utilities Representative:

Name & Position: _____

Signature & Date: _____

Contractor Representative:

Name & Position: _____

Signature & Date: _____

This checklist applies to new work and is also applicable to extensions and major reconstruction of existing systems.

DOMESTIC WATER CONNECTION CHECKLIST AND APPROVAL

Item	Notes	By	Date
Disinfection complete and microbiological results acceptable			
Flushing Complete			
Pipe labeling complete and correct	Check for clear distinction between fire protection and domestic water in mechanical room(s)		
Pipe hangers & anchors in place			
Pressure test complete	Beginning pressure: Ending pressure:		
UNM inspection complete	Inspector Name:		
Underground piping warning tapes in place			
Backflow Preventer in place for fire protection			
Backflow Preventer in place for irrigation			
Backflow Preventer in place for makeup water			
Metering in place and operational	Refer to I&C Connection Checklist Totalizer reading:		

Acceptance of Domestic Water Installation and Approval to Connect to UNM Utilities:

UNM Utilities Representative:

Name & Position: _____

Signature & Date: _____

Contractor Representative:

Name & Position: _____

Signature & Date: _____

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**INSTRUMENTATION & CONTROL (I&C) CONNECTION
CHECKLIST AND APPROVAL**

Electrical

Item	Notes	By	Date
CTs and PTs in place and operation verified			
Ratios clearly marked	CT ratio: PT ratio:		
Meter display safely accessible and visible			
BUMP readings match meter readings			
Meter information	Manufacturer: Model: S/N:		

Domestic Water

Item	Notes	By	Date
Flow meter proper model			
Flow meter properly located	Check upstream/downstream diameters Check direction of flow and orientation		
Bypass and isolation provided for in-line flow meter			
Flow meter factory calibrated			
Flow meter configured for expected flow rates	Output in cubic ft/hr Expected max flow:		
Flow meter display clearly visible			
BUMP readings match flow meter readings			
Meter information	Manufacturer: Model: S/N:		

Natural Gas

Item	Notes	By	Date
Flow meter proper model			
Flow meter properly located	Check upstream/downstream diameters Check direction of flow and orientation		
Bypass and isolation provided for in-line flow meter			
Flow meter factory calibrated			
Flow meter configured for expected flow rates	Output in cubic ft/hr Expected max flow:		
Flow meter display clearly visible			
BUMP readings match flow meter readings			
Meter information	Manufacturer: Model: S/N:		

Chilled Water

Item	Notes	By	Date
Flow meter proper model			
Flow meter properly located	Check upstream/downstream diameters Check direction of flow and orientation		
Bypass and isolation provided for in-line flow meter			
Flow meter factory calibrated			
Flow meter configured for expected flow rates	Output in cubic ft/hr Expected max flow:		
Flow meter display clearly visible			
BUMP readings match flow meter readings			
Flow Meter information	Manufacturer: Model: S/N:		
Pressure transmitters proper model			
Pressure transmitters properly located	Check upstream/downstream diameters Check direction of flow and orientation		
Isolation valves provided for pressure transmitters			
Pressure transmitters factory calibrated			
Pressure transmitters configured for expected range	Low pressure: High pressure:		

Pressure transmitter displays clearly visible			
BUMP readings match pressure transmitter readings			
Pressure Transmitter information	Manufacturer: Model: S/N:		
Temperature transmitters proper model			
Temperature transmitters properly located	Check upstream/downstream diameters Check direction of flow and orientation Check size of thermo-well		
Temperature transmitters factory calibrated			
Temperature transmitters configured for expected range	Low temperature: High temperature:		
Temperature transmitter displays clearly visible			
BUMP readings match Temperature transmitter readings			
Temperature Transmitter information	Manufacturer: Model: S/N:		

Steam

Item	Notes	By	Date
Flow meter proper model			
Flow meter properly located	Check upstream/downstream diameters Check direction of flow and orientation		
Bypass and isolation provided for in-line flow meter			
Flow meter factory calibrated			
Flow meter configured for expected flow rates	Output in cubic ft/hr Expected max flow:		
Flow meter display clearly visible			
BUMP readings match flow meter readings			
Flow Meter information	Manufacturer: Model: S/N:		
Pressure transmitters proper model			
Pressure transmitters properly located	Check upstream/downstream diameters Check direction of flow and orientation		
Isolation valves provided for pressure transmitters			

Pressure transmitters factory calibrated			
Pressure transmitters configured for expected range	Low pressure: High pressure:		
Pressure transmitter displays clearly visible			
BUMP readings match pressure transmitter readings			
Pressure Transmitter information	Manufacturer: Model: S/N:		
Temperature transmitters proper model			
Temperature transmitters properly located	Check upstream/downstream diameters Check direction of flow and orientation Check size of thermo-well		
Temperature transmitters factory calibrated			
Temperature transmitters configured for expected range	Low temperature: High temperature:		
Temperature transmitter displays clearly visible			
BUMP readings match Temperature transmitter readings			
Temperature Transmitter information	Manufacturer: Model: S/N:		

Acceptance of I&C Installation and Approval to Connect to UNM Utilities:

UNM Utilities Representative:

Name & Position: _____

Signature & Date: _____

Contractor Representative:

Name & Position: _____

Signature & Date: _____