

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: _____

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

ELECTRICAL CONNECTION CHECKLIST AND APPROVAL

Item	Notes	By	Date
Electrical Contractor Inspection Passed	Attach letter from GC confirming same		
3 rd party testing complete	Attach certification		
UNM Inspection Passed Primary & Secondary	Inspector Name: Attach copies of green tags		
Rotation correct			
Voltages correct			
Metering in place and operational	Refer to I&C Connection Checklist Totalizer reading:		

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: _____

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

**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: _____