



# City of Springfield Street Lighting Inspection Checklist

Name:

Date:

Project Number:

Project Name:

## PRIOR TO GOING OUT TO INSPECT:

	Installed conduit has been inspected with photos or inspection report email.
	Installed conduit matches PIP plans <i>or</i> received marked-up lighting sheet showing power source location and conduit runs <i>or</i> official as-built from engineer of record.
	Pole Tags installation materials available and in hand.
	<b><i>Working tick tracer to make sure system is not energized!!</i></b>
	Plumb Bob

## INSPECTION OF INSTALLATION:

	<b>Check to ensure system is not energized ALWAYS FIRST!!!!!!!</b>
	Power sources match locations on as-built or markup sheet from engineer of record.
	Conduit inspected with photos or inspection report/email and match locations on as-built or markup sheets.
	Poles were installed plumb with correct offset per COS detail 5-24b, 5-24d, or 5-23.
	Correct wiring installed per approved plans (Typically 10/2).
	Fuse holder installed with correct direction for current up pole ( <b><i>Arrow pointing up to fixture so that when fuse holder is opened the end of the fuse is not hot!</i></b> )
	Identify 120, 240 service if not present on approved plans.
	Either single or double pole fuse holders ( <b><i>no two singles!</i></b> )
	Open and ensure 600v/30amp fuse holder and a minimum 5-amp fuse in the holder for typically LED fixtures. For non-standard fixture check with electrician for minimum fuse.
	Photocell has been installed (IF Roam or other with control numbers you should have a as-built with numbers stuck on sheet or in as-built table).
	Correct fixture has been installed with matching NEMA label (White for LED with Input wattage number from PIP cut sheets).
	Pole foundation or Sleaved base for direct bury poles has been installed correctly with appropriate backfill material.
	Install Pole tags at 6 feet facing street and record pole numbers to send to engineer of record for finalization of lighting table.

## AFTER INSPECTION:

	Use template energization letter and fill out with subdivision, fixture and system information.
	Send SUB as-built or markup sheet used for inspection with energization letter and inspection form and city pole tag numbers.
	Save the energization letter in lighting folder for use confirming as-built drawings.
	Once as-built process is completed, send a copy of the as-built drawing to SUB so we have matching installation records.