



## Generation Pre-Commissioning Check List

The following form shall be completed when the generator customer is ready to connect to E.L.K. Energy's system. The requirements listed below have been identified in the Offer to Connect letter and shall be met prior to E.L.K. Energy's staff being dispatched to site. Should E.L.K. Energy's staff arrive at site and determine that a requirement has not been fulfilled, another meeting will have to be scheduled at an additional cost of \$500 minimum per visit to be paid by the generator customer.

### Commissioning Requirements

**Yes**   **No**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 1. 3' x 3' back plate with the proper identification – entrance of Line side (supply authority) & Load side (generation) conductors  | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ E.L.K. Energy may elect to complete the wiring at E.L.K. Energy's office or on site. E.L.K. Energy will communicate with the generator customer's electrical contractor to either drop the back plate off at the Electric Meter Department or to notify E.L.K. Energy when they are ready to receive E.L.K. Energy on site.  |                          |                          |
| 2. DG disconnect switches installed both inside and outside of the building. The outside disconnect switch must be accessible to E.L.K. Energy staff at any time. All disconnect switches are to be labeled correctly.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Conduit & <u>line wires</u> installed from the <u>E.L.K. Energy supply</u> into the meter cabinet, wires need to be properly phase taped & cut to equal lengths if they are parallel runs.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Conduit & <u>load wires</u> installed from the <u>generator</u> to the meter cabinet, wires need to be properly phase taped & cut to equal lengths if they are parallel runs.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Line & Load conductors must enter and exit along bottom sides of cabinet (example, in left out right). Any change in location will need to be approved by the Electric Meter Department.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. A minimum of one meter of clear working space in front of the meter cabinet.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Cabinet mounted to heights listed in the conditions of service. (Minimum distance from floor to bottom of cabinet 24" & maximum distance from floor to top of cabinet 78", plus or minus a few inches due to size of cabinet).  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. All Switches & devices labeled for proper identification.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. A <u>single</u> disconnection device capable of accepting a blocking signal from E.L.K. Energy to take the generator offline. For <u>control</u> , customer is to provide the voltage source to drive their disconnect mechanism through E.L.K. Energy's dry contact. For <u>status feedback</u> , customer is to provide a normally-open dry contact confirming the generator is OFFLINE. Customer is to run in conduit 2 wires for control and 2 wires for status between the Metering Cabinet and the customer's disconnection device. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. An antenna, for SCADA communication in a suitable location agreed to by E.L.K. Energy, and install the cable between the antenna and the new metering cabinet.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Submission of a signed Connection Agreement to E.L.K. Energy.  | <input type="checkbox"/> | <input type="checkbox"/> |

If you have any questions, please contact E.L.K. Energy's Engineering Technologist assigned to your project.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_