CHECKLIST FOR REVIEW OF ELECTRICAL & EXTRA LOW VOLTAGE (ELV) INSTALLATION

Building: _____ **Unit No:** _____

Tenant: _____

Contractor: _____

		Yes	Comments by ACEPL
A	**DRAWING STANDARD**		
1.	All drawings are legible and drawn to scale in metric units with the scale used stated clearly on plan.	☐	
2.	All drawings are complete with title block indicating the details of the tenant and contractor/ID.	☐	
3.	All floor plans and sectional view are completed with appropriate gridlines.	☐	
4.	A complete legend of symbols and abbreviations of electrical installations (e.g. electrical accessories and light fixtures) are provided on plan.	☐	
5.	Single line diagrams are endorsed by the Licensed Electrical Worker (LEW).	☐	
B	**ELECTRICAL SYSTEM**		
1.	Plan drawing showing lighting scheme shall include:		
	a) Location of all light fixtures and lighted signage	☐	
	b) Location of all lighting switches / dimmer racks	☐	
	c) Location of all emergency and exit lights	☐	
	d) Type & wattage of light fixtures used (to be indicated in legend)	☐	
	e) Lighting circuitry for all lights mentioned in the above list	☐	
2.	Plan drawing showing power distribution shall include:		
	a) Location of incoming supply from landlord c/w current rating	☐	
	b) Location of all distribution boards c/w current rating	☐	
	c) Location of all connection units and isolators c/w current rating	☐	
	d) Location of all 13A/15A switch socket outlets (SSO)	☐	
	e) Routing of conduits, cable tray/trunking	☐	
	e) Power circuitry for all outlets mentioned in the above list	☐	
3.	Single line diagram for distribution boards shall include:		
	a) Incoming supply from landlord c/w current rating and cable size	☐	
	b) Incoming and all outgoing breaker sizes c/w cable sizes	☐	
	c) Connected load (CL)	☐	
	d) Maximum demand (MD)	☐	
	e) Prospective short circuit current (PSCC) in kA	☐	

		Yes	Comments by ACEPL
C	**EXTRA LOW VOLTAGE (ELV) INSTALLATION**		
1.	Plan drawing showing ELV system which shall include:		
	a) Location of landlord's telephone block terminal (BT) [No. of pairs per BT to be indicated on plan/legend]	☐	
	b) Location of SCV panel/outlet from landlord	☐	
	c) Location of all telephone, data/LAN and TV outlets	☐	
	d) Location of speakers for emergency voice communication system complying with code requirement	☐	

Contractor:	**Tenant:**
Name: **Contact No:**	**Name:** **Contact No:**