

# Roadway Lighting Checklist

## —Project Information—

**Instructions: The Contractor is required to complete this checklist through the Contractor Inspection Certification section prior to requesting the lighting hookups by the City Light Department.**

<b>Project:</b>	<b>Engineering Consultant (Project Inspector and Company):</b>
<b>Bid Request and CIP Number:</b>	<b>Inspector's Email Address (To be filled in by the Inspector):</b>
<b>Electrical Contractor and Foreman:</b>	<b>City Project Manager:</b>

## —Phase/Location of Items Covered by this Checklist—

Check one

- Entire project area.
- Specific phase or location on project. If this box is checked, describe in detail the phase or location:

Describe specific items that are excluded from this inspection request. (For example, light pole in NW corner of intersection not installed due to utility conflict):

## —Checklist—

**Instructions: The Contractor is required to check off on all the items below to expedite the hookups and final inspection performed by the City Light Department. If it becomes apparent during the final inspection that the Contractor did not verify these items, the Light Department will cease the hookups and inspection and require the Contractor to submit a new request.**

### Light Poles

- | Y                        | N/A                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Check if pole is plumb in both directions            |
| <input type="checkbox"/> | <input type="checkbox"/> | Check for loose hardware                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Check for 2 feet of wire tail(s) outside of base     |
| <input type="checkbox"/> | <input type="checkbox"/> | Check that bulb and photo eye are installed properly |

### Junction Boxes

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Check for installation at grade level                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Check for adequate crushed rock in and below JB                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Check for bushings on all conduits                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Check conduit height   |
| <input type="checkbox"/> | <input type="checkbox"/> | Check for adequate tails on wire ends                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Check condition of wires   |
| <input type="checkbox"/> | <input type="checkbox"/> | Check wires for temporary markings indicating direction          |
| <input type="checkbox"/> | <input type="checkbox"/> | Check lids for correct markings—labeled Electric and not Traffic |

### Bases

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Check hardware configuration                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Check for 2 feet wire tails above footing               |
| <input type="checkbox"/> | <input type="checkbox"/> | Check wires for temporary markings indicating direction |
| <input type="checkbox"/> | <input type="checkbox"/> | Check for loose anchor bolt nuts                        |

### Bases continued

- | Y                        | N/A                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Check base door location                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Check for tracer wire installation (when required) |
| <input type="checkbox"/> | <input type="checkbox"/> | Check for loose hardware                           |

### Power Feed Equipment

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Check if meter pedestal is plumb and at correct height |
| <input type="checkbox"/> | <input type="checkbox"/> | Check required (4) 50-AMP breakers                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Check if meter pedestal marked electric or lights      |
| <input type="checkbox"/> | <input type="checkbox"/> | Has meter pedestal been inspected                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Check grounding  |

### Footings

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Check for installation at proper grade |
| <input type="checkbox"/> | <input type="checkbox"/> | Check for one extra empty conduit      |
| <input type="checkbox"/> | <input type="checkbox"/> | Check for grounding rod                |
| <input type="checkbox"/> | <input type="checkbox"/> | Check for proper anchor bolt height    |

### Other

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Check for locator ball installation (when required)     |
| <input type="checkbox"/> | <input type="checkbox"/> | Check if conduit is installed at proper depth           |
| <input type="checkbox"/> | <input type="checkbox"/> | Check if all street light wire is installed in conduits |

## —Contractor Inspection Certification—

**Instructions: Upon certifying this document, the Contractor shall present this checklist to the Engineer who will coordinate the final inspection with the Light Department. It is recommended, but not required, for the Contractor to attend this final inspection and the Contractor should indicate to the Engineer if they desire to attend this inspection.**

*I certify that employees of this company have verified that all the items listed, other than those specifically excluded, have been installed according to the specifications. I am now requesting the City of Sioux Falls or its representatives to perform a final inspection as required by the specifications.*

The signature line below shall be filled out by the Contractor:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**—Punch List items Identified by the Light Department to be Corrected by the Contractor—**

**Instructions:** Upon receipt of this checklist from the Contractor, the Engineer will coordinate the hookups and final inspection with the City Light Department at 373-6979. The Engineer should submit a copy of this form (preferably in PDF format emailed to [mburkard@siouxfalls.org](mailto:mburkard@siouxfalls.org) or [tadams@siouxfalls.org](mailto:tadams@siouxfalls.org)) along with a copy of the lighting plans to the Light Department. The Light Department personnel shall note any punch list items below or the Light Department will furnish a separate sheet detailing the punch list. They will email the punch list to the project manager and to the inspectors email address listed above. The Engineer shall notify the Contractor of any punch list items to be completed.

Punch list items (Check one of these two boxes):

- Final grading, seeding, or sodding not completed. Junction boxes must be verified for proper adjustment after final grading is complete.
- Junction boxes are correctly adjusted to the final grade and the sodding and seeding has been completed.

Other punch list items:

- See attached sheet for listing of punch list items.
- All punch list items are listed below.
- There are no punch list items. Documentation from Light Department is attached.

**—Engineer Verification of Punch List Items—**

**Instructions:** It will be the responsibility of the Engineer to notify the City Light Department when the punch list items have been completed. The Light Department will determine if another follow-up inspection is necessary. When it is determined all punch list items have been completed, the Engineer shall sign the area below and submit copies (preferably emailed in PDF format) of this form to the Project Manager and to the City Light Department. A copy of the City Light Department's original punch list and other relevant documentation should also be attached.

Comments:

- I certify that employees of this company have verified that all the punch list items identified above have been corrected to the satisfaction of the City Light Department.*

The signature line below shall be filled out by the Engineer:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Representing

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Copies in PDF format to: Project Manager  
City Light Department ([mburkard@siouxfalls.org](mailto:mburkard@siouxfalls.org) and [Tadams@siouxfalls.org](mailto:Tadams@siouxfalls.org))