
Exhibit C.4: Electrical Check List

The following indicates the minimum electrical technical design item requirements of the Design that should be shown on all tenant designs in draft form beginning at 60% Design Development and 90% Construction Documents (incomplete submittals may delay your project schedule):

- 1. Review total electrical load calculations to determine if the electrical service to the newly remodeled space is adequate for the required loads. Identify in an electrical summary, a schedule of all existing electrical devices and loads, and all new or reused electrical devices and loads
- 2. Identify the location of electrical equipment and meter room; list meter service number
- 3. Submit a Load Letter to Com Ed requesting a separately metered electrical source for tenant or concession work. City provided services do not require a separately metered source of power. A copy of the standard Load Letter needs to be provided
- 4. Check and coordinate loads shown on electrical power plans against mechanical, plumbing, fire protection, and/or architectural equipment lists
- 5. Lighting fixture schedules should show the voltage and input watts of each fixture
- 6. Complete panel schedules should be shown. Update existing panel schedules with updated circuit information
- 7. Review circuiting designations of all electrical equipment including mechanical, IT, lighting fixtures and receptacles, circuit loading allowed per the Chicago Electrical Code
- 8. Balance loads on phases of all new panel boards to within 5% of each other
- 9. Place this note on all design review submittals: "The design shall be in accordance with the requirements of the Chicago Electrical Code, Chicago Department of Aviation Design Specifications, and Chicago Airport Systems, Design and Construction Standards, and CDA C-SOP for Design and Construction
- 10. Utilize Energy Saving devices per the direction given in the Sustainable Airport Manual (Devices carrying the "Energy Star" rating usually qualify)
- 11. Provide enough detail on electrical demolition drawings so that contractors can submit accurate bids
- 12. Check coordination between architectural reflected ceiling plan and electrical lighting plan
- 13. Check coordination between mechanical ceiling plan and electrical lighting plan
- 14. Check coordination between architectural mill work plan and electrical power and receptacle plan
- 15. A separate emergency lighting and exit plan should be provided in accordance with City of Chicago Bureau of Fire Prevention requirements. Show all exit signs, fire alarm pull stations, strobes, horns, speakers (if required), etc
- 16. Electrical lighting switches and receptacles shall be installed in accordance with ADA and "Mayor's Office for People with Disabilities" requirements
- 17. Make sure all drawings have proper building column line designations, north arrow directional information, and key plan, in coordination with the architectural plans submitted
- 18. One line diagram (from Source to End Panel) and associated elevations of equipment shall be provided
- 19. Provide Short Circuit Interrupting Ratings of all Over Current Protective Devices specified
- 20. A site visit to the facility prior to beginning the design phase is required
- 21. Lighting fixtures and PA speakers shall be Chicago Plenum Rated if installation in a plenum ceiling is required
- 22. The design should account for voltage drop in main feeders and branch circuits. Comply with Chicago Electrical Code requirements

Other Information

- The checklist is to be turned into CDA's designated representative with ALL items attached. Incomplete submittals will be returned unprocessed to the tenant and may cause a delay to the project schedule.
- This signed checklist should be used as a cover page to your submittal to CDA. Without proper sign off, this design submittal package will not be reviewed by CDA.

CDA designated representative signature of review:

Name & Date

Design and Construction Standard Operating Procedures Concessions Projects (C-SOP Exhibits)