CONTRACTOR’S PRE-INSTALLATION CHECKLIST
MULTI-UNIT METERING

Once the facility is ready for permanent meter installation, it is the responsibility of the property
owner or contractor to contact City Light, and ensure that all metering facilities are prepared
according to City Light’s specifications. Failure to abide by City Light specifications may result in
additional trip charges and installation delays.

☐ 1. PARKING – Adequate parking is available close to the metering location.
(SCL Meter Crews need to park for the duration of the work due to the amount of equipment
that needs to be transported).

☐ 2. ACCESS FOR METER INSTALLATION – Clear and safe access to the meter
rooms has been provided.
(Are there elevators or other means of transport available to get meters to the upper floors)?

☐ 3. WORKING SPACE - There is clear working space in front of the metering
equipment to be worked on.
(If working hot, all other personnel to maintain a 10 foot distance from energized equipment).

☐ 4. LIGHTING - Adequate lighting to safely perform the work has been provided.

☐ 5. METER BASE LABELS - The meter bases are properly identified with the correct
permanent engraved phenolic labels or temporary label with a permanent marker.

☐ 6. UNIT LABELS - All units to be space checked have at least temporary labels at
the entry door or unit service panel.

☐ 7. WIRING LANDED - All units have the wiring landed to the unit panel main breaker
and have been approved for service by electrical code inspector.

☐ 8. PANELS SAFE TO ENERGIZE – All panels are safe to energize.
(SCL must be able to energize the panels in the units to perform space checks).

☐ 9. ELECTRICIAN AVAILABLE - Electricians are available to operate breakers or
switches and install panel covers as needed.

☐ 10. ACCESS FOR SPACE CHECKS – All units are accessible.
(No locked doors and no flooring or painting work that will impede access to any units on the
day that space checks are scheduled).

☐ 11. KEY BOX – A key box is required for installation by the contractor.
(SCL will provide a box without cover for installation near entry door).