

## MULTI-UNIT METERING PRE-JOB CHECKLIST

<http://www.seattle.gov/light/electricservice/requirement.asp>

***The use of unmetered power by any means, including meter socket shunts, jumpers, or links may be subject to a \$500.00 fine for each incident per Seattle Municipal Code 21.19.140.***

If your project is subject to a Temporary Totalized Metering installation at SCL's discretion, you may be able to install shunts in the meter sockets after you have completed a Temporary Totalized Metering Agreement Form.

- 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** - Prior to meter installation all meter sockets must be identified with permanent labeling by final space or unit number, letter designation, and/or street address. Meter bases shall have engraved phenolic nameplates installed on the cover of the meter socket. NOTE: Felt-tip pens and label marker tape are not considered permanent marking.
- 6. UNIT LABELS** - All units to be space checked have permanent or at least temporary labels at the entry door with the correct final address. It is imperative to notify SCL if the address changes after the meters have been set and space checked.
- 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)