

# 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 Division.

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

## —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 Division. If it becomes apparent during the final inspection that the Contractor did not verify these items, the Light Division will cease the hookups and inspection and require the Contractor to submit a new request.

### Light Poles

Y    N/A

Check if pole is plumb in both directions  
  Check for loose hardware  
  Check for 2 feet of wire tail(s) outside of base  
  Check that photo eye is installed properly

### Junction Boxes

Check for installation at grade level  
  Check for adequate crushed rock in and below JB  
  Check for bushings on all conduits  
  Check conduit height  
  Check for adequate tails on wire ends  
  Check condition of wires  
  Check wires for temporary markings indicating direction  
  Check lids for correct markings—labeled Electric and not Traffic

### Bases

Check hardware configuration  
  Check for 2 feet wire tails above footing  
  Check wires for temporary markings indicating direction  
  Check for loose anchor bolt nuts  
  Check base door location

### Bases (continued)

Y    N/A

Check for tracer wire installation (when required)  
  Check for loose hardware

### Power Feed Equipment

Check if meter pedestal is plumb and at correct height  
  Check required (2) 50-AMP double pole breakers  
  Check if meter pedestal marked Streetlights or Traffic  
  Has meter pedestal been inspected  
  Check grounding

### Footings

Check for installation at proper grade  
  Check for one extra empty conduit  
  Check for grounding rod and proper height  
  Check for proper anchor bolt height

### Other

Check for locator ball installation (when required)  
  Check if conduit is installed at proper depth  
  Check if all streetlight wire is installed in conduits  
  Check if LED head is installed level and perpendicular to the street surface

## —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 Division. 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 Division 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 Division at 605-373-6979. The Engineer should submit a copy of this form (preferably in PDF format emailed to [khills@siouxfalls.gov](mailto:khills@siouxfalls.gov) or [trounds@siouxfalls.gov](mailto:trounds@siouxfalls.gov)) along with a copy of the lighting plans to the Light Division. The Light Division personnel shall note any punch list items below or the Light Division will furnish a separate sheet detailing the punch list. They will email the punch list to the Project Manager and to the Inspector's 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 Division is attached.

—Engineer Verification of Punch List Items—

Instructions: It will be the responsibility of the Engineer to notify the City Light Division when the punch list items have been completed. The Light Division 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 Division. A copy of the City Light Division'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 Division.*

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 Division ([khills@siouxfalls.gov](mailto:khills@siouxfalls.gov) and [trounds@siouxfalls.gov](mailto:trounds@siouxfalls.gov))