Generation Pre-Commissioning Check List

The following form shall be completed when the generator customer is ready to connect to London Hydro's system. The requirements listed below have been identified in the Offer to Connect letter and shall be met prior to London Hydro's staff being dispatched to site. Should London Hydro's staff arrive at site and determine that a requirement has not been fulfilled, another meeting will have to be scheduled at an additional cost of $500 minimum per visit to be paid by the generator customer.

Commissioning Requirements	**Yes**	**No**
1. 3' x 3' back plate with the proper identification – entrance of Line side (supply authority) & Load side (generation) conductors ▪ London Hydro may elect to complete the wiring at London Hydro's office or on site. London Hydro will communicate with the generator customer's electrical contractor to either drop the back plate off at the Electric Meter Department or to notify London Hydro when they are ready to receive London Hydro on site.	☐	☐
2. DG disconnect switches installed both inside and outside of the building. The outside disconnect switch must be accessible to London Hydro staff at any time. All disconnect switches are to be labeled correctly.	☐	☐
3. Conduit & line wires installed from the London Hydro supply into the meter cabinet, wires need to be properly phase taped & cut to equal lengths if they are parallel runs.	☐	☐
4. Conduit & load wires installed from the generator to the meter cabinet, wires need to be properly phase taped & cut to equal lengths if they are parallel runs.	☐	☐
5. Line & Load conductors must enter and exit along bottom sides of cabinet (example, in left out right). Any change in location will need to be approved by the Electric Meter Department.	☐	☐
6. A minimum of one metre of clear working space in front of the meter cabinet.	☐	☐
7. Cabinet mounted to heights listed in the conditions of service. (Minimum distance from floor to bottom of cabinet 24" & maximum distance from floor to top of cabinet 78", plus or minus a few inches due to size of cabinet).	☐	☐
8. All Switches & devices labeled for proper identification.	☐	☐
9. A single disconnection device capable of accepting a blocking signal from London Hydro to take the generator offline. For control, customer is to provide the voltage source to drive their disconnect mechanism through London Hydro's dry contact. For status feedback, customer is to provide a normally-open dry contact confirming the generator is OFFLINE. Customer is to run in conduit 2 wires for control and 2 wires for status between the Metering Cabinet and the customer's disconnection device.	☐	☐
10. An antenna, for London Hydro SCADA communication in a suitable location agreed to by London Hydro, and install the cable between the antenna and the new metering cabinet. The antenna will be provided by London Hydro.	☐	☐
11. Submission of a signed Connection Agreement to London Hydro.	☐	☐

If you have any questions, please contact London Hydro's Engineering Technologist assigned to your project.

Name: _____ Signature: _____

Date: _____ Project Address: _____