GENERAL INFORMATION

ALL STREET LIGHTING SYSTEMS THAT WILL BE MAINTAINED BY THE CITY OF COLUMBUS, DIVISION OF POWER, INCLUDING WORK IN PROGRESS, SHALL BE INSPECTED TO ENSURE THAT FACILITIES AND MATERIAL ARE DESIGNED AND INSTALLED IN COMPLIANCE WITH THE DIVISION OF POWER'S CURRENT "MATERIAL AND INSTALLATION SPECIFICATIONS" (MIS) AND THE CURRENT CITY OF COLUMBUS, "CONSTRUCTION AND MATERIAL SPECIFICATIONS" (CMS).

QUALIFIED ELECTRICAL PROFESSIONALS (THE CONTRACTOR) ARE REQUIRED TO ASSIST INSPECTORS AND DIVISION OF POWER REPRESENTATIVES WITH THE INSPECTION OF STREET LIGHTING SYSTEMS INSTALLED BY SAID CONTRACTOR.

ALL COMMUNICATIONS BETWEEN THE DIVISION OF POWER AND THE CONTRACTOR REGARDING THE CONSTRUCTION, INSTALLATION AND INSPECTION OF A STREET LIGHTING SYSTEM SHALL BE MADE THROUGH THE CITY OF COLUMBUS DIVISION OF DESIGN AND CONSTRUCTION INSPECTION SERVICES OR AN AUTHORIZED INSPECTION AGENCY FOR THE DIVISION OF POWER.

THE CONTRACTOR MAY MAKE CONNECTIONS TO EXISTING STREET LIGHTING CIRCUITS IF THEY HAVE COMPLETED A LOCK OUT TAG OUT (LOTO) FOR THE EXISTING CIRCUIT AS PER MIS–1. THE CONTRACTOR SHALL NOT CONNECT TO A CIRCUIT THAT THEY DO NOT HAVE AN ACTIVE LOTO FOR.

1. CONTRACTOR'S RESPONSIBILITIES

A. THE CONTRACTOR IS RESPONSIBLE FOR INSTALLING THE STREET LIGHTING SYSTEM PER THE DIVISION OF POWER'S CURRENT MATERIAL AND INSTALLATION SPECIFICATIONS AND THE CURRENT CITY OF COLUMBUS, CONSTRUCTION AND MATERIAL SPECIFICATIONS UNLESS OTHERWISE AUTHORIZED IN WRITING BY THE DIVISION OF POWER.

B. CONTRACTORS WORKING ON DIVISION OF POWER FACILITIES ARE REQUIRED TO COMPLY WITH THEIR COMPANY'S OSHA LOCK OUT/TAG OUT PROGRAM, AND COMPLY WITH THE DIVISION OF POWER CONDUCTOR SAFETY PROGRAM AND POLICIES. (SEE MIS–1)

C. THE INSPECTOR IS TO BE PRESENT AND ON–SITE AT ALL TIMES DURING THE CONSTRUCTION OF STREET LIGHTING ON A PROJECT. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE WITH THE INSPECTION AGENCY DATES AND TIMES WHEN THE CONSTRUCTION IS TO BE PERFORMED. NOT HAVING AN INSPECTOR ON SITE FOR CONSTRUCTION OF STREET LIGHTING MATERIAL TO BE OWNED BY THE CITY OF COLUMBUS IS CONSIDERED TO BE A VIOLATION OF THIS SPECIFICATION, AND DIVISION OF POWER POLICIES FOR WORKING ON CITY OF COLUMBUS STREET LIGHTING BY THE CONTRACTOR.

D. THE CONTRACTOR SHALL ADVISE THE INSPECTION AGENCY OF ANY PROPOSED STREET LIGHTING CHANGE OR DEVIATION FROM THE APPROVED CONSTRUCTION PLAN. THE INSPECTION AGENCY SHALL DETERMINE IF THE DIVISION OF POWER SHOULD BE CONTACTED FOR ANY INPUT REGARDING THE DEVIATION.

E. THE CONTRACTOR SHALL MAKE ARRANGEMENTS WITH THE APPROPRIATE ELECTRIC PROVIDER FOR PRIMARY SERVICE TO THE CONTROLLER. FOR THE DIVISION OF POWER PLEASE CONTACT THE DIVISION OF POWER PROJECT MANAGER ASSIGNED TO THE PROJECT.

F. THE CONTRACTOR SHALL COMPLY WITH THE INSPECTION AGENCY'S REQUIREMENTS TO INSPECT DURING CONSTRUCTION. THE CONTRACTOR SHALL COMPLETE ALL PUNCH LIST ITEMS BEFORE THE DIVISION OF POWER ACCEPTS THE NEW STREET LIGHTING SYSTEM.

G. THE CONTRACTOR SHALL PERFORM OR COMPLETE THE FOLLOWING ITEMS DURING CONSTRUCTION AND PRIOR TO THE REQUEST FOR FINAL ACCEPTANCE OF STREET LIGHTING.

1) THE CONTRACTOR SHALL COMPLETE ALL TESTING AS REQUIRED BY THE INSPECTION CHECKLIST FOR STREET LIGHTING CONSTRUCTION FORMS (MIS–4; SHEET 3). THIS FORM MUST BE COMPLETED AND SIGNED BY THE CONTRACTOR, AND PROVIDED TO THE INSPECTOR FOR SUBMITTAL TO THE DIVISION OF POWER.

2) THE CONTRACTOR SHALL TEST THE GROUND WIRE OF EACH UNDERGROUND STREET LIGHT AND DETERMINE THE OHMS FOR THE INSPECTOR TO RECORD ON THE INSPECTION CHECKLIST FOR STREET LIGHTING CONSTRUCTION FORMS (MIS–4). THIS READING SHALL BE 25 OHMS OR LESS.

3) THE CONTRACTOR SHALL TIC–TRACE ALL NEW METAL POLES INSTALLED BY THE CONTRACTOR ON ANY STREET LIGHTING CIRCUIT THAT THEY ARE WORKING ON. TIC–TRACING IS TO BE COMPLETED AS A PART OF THE MIS–4 "INSPECTION CHECKLIST FOR STREET LIGHTING CONSTRUCTION," AND IS TO BE COMPLETED PRIOR TO THOSE FORMS BEING SUBMITTED TO THE DIVISION OF POWER. WHEN TIC–TRACED, ABSOLUTELY NO STRAY VOLTAGE SHALL BE PRESENT OR DETECTED ON ANY METAL POLES.

H. ACCEPTANCE OF A NEW STREET LIGHTING SYSTEM FROM THE CONTRACTOR.

1) NEW CIRCUIT / NEW CONTROLLER FED BY AMERICAN ELECTRIC POWER (AEP) OR SOUTH CENTRAL POWER (SCP)

A. BEFORE THE CIRCUIT IS ENERGIZED, THE INSPECTION AGENCY, WITH THE AID OF THE CONTRACTOR SHALL INSPECT THE INSTALLATION AND PREPARE A PUNCH LIST. WHEN REPAIRS ARE MADE, THE CONTRACTOR SHALL NOTIFY THE INSPECTION SERVICE.

B. UPON COMPLETION OF THE PUNCH LIST, THE THE CONTRACTOR SHALL REQUEST AEP/SCP MAKE THE FINAL CONNECTION THE AEP/SCP TRANSFORMER.

C. THE CONTRACTOR SHALL ASSIST THE DIVISION OF POWER IN THE ACCEPTANCE OF THE STREET LIGHT SYSTEM BY OPENING THE CONTROLLER, POLE HAND HOLES AND PULL BOXES SO THE WIRING CAN BE CHECKED FOR CORRECTNESS. THIS IS TO BE DONE WITH THE CONTROLLER IN THE "OFF" POSITION.

D. AFTER THE POLES, PULL BOXES AND CONTROLLER(S) HAVE BEEN CHECKED FOR CORRECTNESS, THE CONTRACTOR SHALL ENERGIZE THE AEP/SCP FED CONTROLLER, AND COVER THE PHOTOCELL SO THE DIVISION OF POWER AND THE INSPECTOR CAN SEE THAT THE PHOTOCELL AND ALL THE LIGHTS ON THE CIRCUIT ARE WORKING PROPERLY.

E. THE CONTRACTOR SHALL CHECK THE AMPS, VOLTAGE, WIRING AND GROUNDING OF THE CONTROLLER.

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	GUIDELINES FOR INSPECTION & ACCEPTANCE OF STREET LIGHTING SYSTEMS		
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	APPROVED: Jodi Stefanik		
	SCALE: NONE	SHEET: 2 OF 4	2

F. THE CONTRACTOR SHALL ASSIST IN TIC TRACING ALL NEW METAL POLES ON THE PROJECT.

2) NEW CIRCUIT/NEW CONTROLLER FED BY COLUMBUS DIVISION OF POWER

A. BEFORE THE CIRCUIT IS ENERGIZED, THE INSPECTION SERVICE, WITH THE AID OF THE CONTRACTOR SHALL INSPECT THE INSTALLATION AND PREPARE A PUNCH LIST. WHEN REPAIRS ARE MADE, THE CONTRACTOR SHALL NOTIFY THE INSPECTION SERVICE.

B. UPON COMPLETION OF THE PUNCH LIST, THE CONTRACTOR SHALL NOTIFY THE DIVISION OF POWER DISPATCH CENTER AT 614–645–7627 THAT THEY ARE READY TO CONNECT THE NEW TRANSFORMER FOR THE NEW CIRCUIT (PROVIDED BY THE DIVISION OF POWER) TO THE APPROPRIATE PRIMARY CIRCUIT. THE CONTRACTOR IS TO STRICTLY FOLLOW AND ADHERE TO ANY INSTRUCTIONS OR DIRECTION GIVEN TO THEM BY THE DISPATCH CENTER WHEN CONNECTING THE NEW TRANSFORMER TO THE EXISTING DIVISION OF POWER PRIMARY CIRCUIT.

C. ONCE THE NEW CONTROLLER AND TRANSFORMER ARE CONNECTED TO THE PRIMARY CIRCUIT, THE CONTRACTOR WILL PLACE A "METER BLANK" IN THE METER TRIM INSTALLED ON THE CONTROLLER. THE CONTRACTOR WILL THEN CONTACT THE INSPECTOR TO NOTIFY HIM THAT THE NEW CIRCUIT IS READY TO HAVE A METER INSTALLED AND PROGRAMMED BY A DIVISION OF POWER METER TECHNICIAN. THE INSPECTOR WILL CONTACT THE DIVISION OF POWER PROJECT MANAGER TO COORDINATE THE DATE AND TIME THAT THE METER TECHNICIAN WILL INSTALL THE METER.

D. THE CONTRACTOR ASSUMES ALL RESPONSIBILITY FOR THE PROPER OPERATION OF THE NEW CIRCUIT AND LIGHTING SYSTEM ONCE IT IS CONNECTED TO THE DOP TRANSFORMER AND PRIMARY CIRCUIT, UNTIL THE PROJECT IS FULLY ACCEPTED BY THE DIVISION OF POWER, AND A "BLUE LOCK" HAS BEEN PLACED ON THE CONTROLLER SIGNIFYING THE DIVISION OF POWER CONTROL OF THE NEW CIRCUIT.

E. ONCE THE CONNECTION IS MADE TO THE DIVISION OF POWER TRANSFORMER, ACCEPTANCE OF THE STREET LIGHTING SYSTEM BY THE DIVISION OF POWER CAN BE PERFORMED. THE CONTRACTOR SHALL ASSIST THE DIVISION OF POWER IN THE ACCEPTANCE OF THE STREET LIGHTING SYSTEM BY OPENING THE CONTROLLER, POLE HAND HOLES AND PULL BOXES SO THE WIRING CAN BE CHECKED FOR CORRECTNESS. THESE TASKS ARE TO BE COMPLETED WITH THE CONTROLLER IN THE "OFF" POSITION.

F. THE CONTRACTOR SHALL ASSIST IN TIC TRACING ANY METAL POLES ON THE PROJECT.

3) CONNECTING NEW LIGHTING TO AN EXISTING DIVISION OF POWER STREET LIGHTING CIRCUIT.

A. THE CONTRACTOR MAY MAKE CONNECTIONS TO EXISTING STREET LIGHTING CIRCUITS IF THEY HAVE COMPLETED A LOCK OUT TAG OUT (LOTO) FOR THE EXISTING CIRCUIT AS PER MIS–1. THE CONTRACTOR SHALL NOT CONNECT TO A CIRCUIT THAT THEY DO NOT HAVE AN ACTIVE LOTO FOR.

B. THE DIVISION OF POWER REPRESENTATIVE WITH THE ASSISTANCE OF THE CONTRACTOR, SHALL INSPECT AND TIC–TRACE THE EXISTING CONTROLLER, NEW LIGHTING AND CIRCUIT AFTER CONNECTING THE NEW LIGHTING INSTALLED BY THE CONTRACTOR. ALL INSPECTION PROCESSES AND POLICIES NOTED PREVIOUSLY IN THIS DOCUMENT SHALL BE FOLLOWED WHEN INSPECTING THE NEW LIGHTING INSTALLED BY THE CONTRACTOR.

C. INSPECTION OF THE POLES, PULL BOXES AND CONTROLER SHALL BE DONE WITH THE CONTROLLER IN THE "OFF" POSITION. TIC–TRACING MUST BE DONE WITH THE CONTROLLER IN THE "HAND" POSITION SO THAT THE CIRCUIT IS ENERGIZED, AND THE CONTROLLER IS "STABILIZED." (SEE MIS–1)

D. IF REPAIRS TO THE NEW LIGHTING INSTALLED BY THE CONTRACTOR ARE NECESSARY, THE CONTRACTOR SHALL RETAIN CONTROL OF THE EXISTING CIRCUIT, AND SHALL CONTINUE TO COMPLY WITH LOCK OUT/TAG OUT PROCEDURES. THE CONTRACTOR ASSUMES ALL RESPONSIBILITY FOR THE CORRECT OPERATION OF THE EXISTING STREET LIGHTING CIRCUIT WITH THE NEW LIGHTING CONNECTED WHILE REPAIRS ARE COMPLETED.

E. ONCE THE REPAIRS ARE COMPLETED, THE CONTRACTOR SHALL NOTIFY THE INSPECTOR TO COORDINATE A FOLLOW–UP ACCEPTANCE WITH THE DIVISION OF POWER. THE DIVISION OF POWER PROJECT MANAGER WILL DETERMINE THE DATE AND TIME OF THE FOLLOW–UP ACCEPTANCE. BOTH THE CONTRACTOR AND INSPECTOR ARE REQUIRED TO ATTEND THE FOLLOW–UP ACCEPTANCE.

F. THE DIVISION OF POWER WILL MAKE TWO (2) TRIPS TO A NEW CIRCUIT AT NO COST TO THE CONTRACTOR. THE CONTRACTOR WILL BE CHARGED FOR LABOR AND EQUIPMENT FOR ALL DIVISION OF POWER TRIPS AFTER TWO FIELD VISITS.

G. THE DIVISION OF POWER HAS THE FULL AUTHORITY TO ACCEPT OR REJECT THE NEW STREET LIGHTING INSTALLED BY THE CONTRACTOR.

2. INSPECTOR'S RESPONSIBILITIES (CITY OF COLUMBUS OR OUTSIDE AGENCY)

A. ALL STREET LIGHTING SYSTEMS INSTALLED BY CONTRACTORS SHALL REQUIRE AN INSPECTOR TO BE ON SITE TO OVERSEE THE CONSTRUCTION AND INSTALLATION. THE INSPECTOR SHALL SEE THAT THE STREET LIGHTING SYSTEM IS CONSTRUCTED AND INSTALLED PER THE DIVISION OF POWER'S CURRENT MATERIAL AND INSTALLATION SPECIFICATIONS, CONTRACT DRAWINGS, AND THE CURRENT CITY OF COLUMBUS, CONSTRUCTION AND MATERIAL SPECIFICATIONS UNLESS OTHERWISE AUTHORIZED IN WRITING BY THE DIVISION OF POWER.

B. THE INSPECTOR IS TO BE PRESENT AND ON–SITE AT ALL TIMES DURING THE CONSTRUCTION OF STREET LIGHTING ON A PROJECT, AS WELL AS THE FINAL ACCEPTANCE BY THE DIVISION OF POWER. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE WITH THE INSPECTION AGENCY DATES AND TIMES WHEN THE CONSTRUCTION IS TO BE PERFOMED. NOT HAVING AN INSPECTOR ON SITE FOR CONSTRUCTION OF STREET LIGHTING MATERIAL TO BE OWNED BY THE CITY OF COLUMBUS IS CONSIDERED TO BE A VIOLATION OF THIS SPECIFICATION, AND DIVISION OF POWER POLICIES FOR WORKING ON CITY OF COLUMBUS STREET LIGHTING BY THE CONTRACTOR.

C. THE INSPECTOR SHALL DETERMINE IF THE DIVISION OF POWER SHOULD BE CONTACTED FOR DIRECTION REGARDING ANY ELECTRICAL CHANGE OR DEVIATION OF THE APPROVED CONSTRUCTION PLAN.

D. THE INSPECTOR SHALL NOT OPEN HAND HOLES, CONTROLLERS OR PULL BOXES ON A DIVISION OF POWER STREET LIGHT CIRCUIT UNDER ANY CIRCUMSTANCES. THE INSPECTOR SHALL HAVE THE CONTRACTOR OPEN ALL POLES, PULL BOXES, CONDUIT, AND CONTROLLERS SO THAT THEY CAN BE INSPECTED.

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DEPARTMENT OF PUBLIC UTILITIES - DIVISION OF POWER
CITY OF COLUMBUS, OHIO

GUIDELINES FOR INSPECTION & ACCEPTANCE OF STREET LIGHTING SYSTEMS

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E. INSPECTORS ARE REQUIRED BY THE DIVISION OF POWER AND THIS SPECIFICATION TO USE THE LATEST VERSION OF MIS–4 "INSPECTION CHECKLIST FOR STREET LIGHTING CONSTRUCTION" FORMS DURING CONSTRUCTION AND INSPECTION OF ALL STREET LIGHTING ON A PROJECT. THE COMPLETED FORMS SHALL BE SUBMITTED BY THE INSPECTOR TO THE DIVISION OF POWER PROJECT MANAGER FOR RECORD PURPOSES. ALL SHEETS OF MIS–4 MUST BE FULLY COMPLETED AND SIGNED BY BOTH THE INSPECTOR AND THE CONTRACTOR.

F. THE INSPECTION AGENCY SHALL CONTACT THE DIVISION OF POWER PROJECT MANAGER NO LESS THAN (10) TEN WORKING DAYS BEFORE A FINAL ACCEPTANCE IS DESIRED FOR THE PROJECT. THE MIS–4 INSPECTION CHECKLIST MUST BE FULLY COMPLETED, PRIOR TO THIS REQUEST BEING MADE. THE INSPECTOR SHALL CONTACT THE DIVISION OF POWER PROJECT MANAGER BY E–MAIL WITH A "REUQUEST FOR FINAL ACCEPTANCE" WHEN A STREET LIGHTING PROJECT IS READY FOR FINAL ACCEPTANCE BY THE DIVISION OF POWER. THE INSPECTOR SHALL EMAIL COMPLETED COPIES IN .PDF FORMAT OF ALL PAGES OF THE MIS–4 "INSPECTION CHECKLIST FOR STREET LIGHTING CONSTRUCTION" TO THE DIVISION OF POWER PROJECT MANAGER FOR USE IN THE FINAL ACCEPTANCE PROCESS.

G. THE DATE AND TIME OF THE FINAL ACCEPTANCE WILL BE DETERMINED BY THE DIVISION OF POWER PROJECT MANAGER. NO FINAL ACCEPTANCE BY THE DIVISION OF POWER WILL BE SCHEDULED UNTIL THE FULLY COMPLETED MIS–4 "INSPECTION CHECKLIST FOR STREET LIGHTING CONSTRUCTION" DOCUMENTS HAVE BEEN RECEIVED BY THE DIVISION OF POWER PROJECT MANAGER FROM THE INSPECTOR.

H. THE DIVISION OF POWER PROJECT MANAGER WILL REVIEW THE MIS–4 DOCUMENTS PROVIDED BY THE INSPECTOR FOR THE PROJECT. IF THESE DOCUMENTS ARE NOT FULLY COMPLETED, OR CONTAIN ERRORS IN THE INFORMATION PROVIDED, IT IS THE RESPONSIBILITY OF THE INSPECTOR TO WORK WITH THE CONTRACTOR TO ADDRESS THE ISSUES, AND PROVIDE CORRECTED DOCUMENTATION TO THE DIVISION OF POWER PROJECT MANAGER. A FINAL ACCEPTANCE BY THE DIVISION OF POWER WILL NOT BE SCHEDULED UNTIL THE CORRECTED DOCUMENTATION IS RECEIVED BY THE DIVISION OF POWER PROJECT MANAGER FROM THE INSPECTOR.

3. DIVISION OF POWER'S RESPONSIBILITIES
(FOR PROJECTS NOT INSPECTED BY AN OUTSIDE CA / CI AGENCY)

A. FINAL ACCEPTANCE PROCEDURE

1) UPON RECEIVING A REQUEST FOR FINAL ACCEPTANCE OF NEW STREET LIGHTING SYSTEM FROM THE INSPECTION AGENCY, THE DIVISION OF POWER PROJECT MANAGER WILL SCHEDULE A FINAL ACCEPTANCE OF THE NEW STREET LIGHTING SYSTEM BY A DIVISION OF POWER REPRESENTATIVE. THIS ACCEPTANCE REQUIRES THE PRESENCE OF A DIVISION OF POWER REPRESENTATIVE, THE CONTRACTOR, AND THE INSPECTING AGENCY. THE FINAL ACCEPTANCE SHALL NOT TO BE COMPLETED WITHOUT ALL 3 PARTIES PRESENT.

2) WITH ALL PARTIES PRESENT, THE DIVISION OF POWER REPRESENTATIVE, WITH THE ASSISTANCE OF THE CONTRACTOR, SHALL INSPECT THE WIRING OF ALL NEW STREET LIGHT POLES, PULL BOXES AND CONTROLLERS. THE CONTRACTOR SHALL TEST ALL GROUNDS IN BOTH THE POLES AND CONTROLLER(S) TO DETERMINE IF OHMS READINGS ARE 25 OHMS OR LESS. INSPECTION OF THESE ITEMS IS TO BE COMPLETED WITH THE CONTROLLER IN THE "OFF" POSITION, AND THE CIRCUIT DE–ENERGIZED. THE DIVISION OF POWER REPRESENTATIVE SHALL RECORD ALL FINDINGS ON THE DIVISION OF POWER STREET LIGHTING ACCEPTANCE/INSPECTION FORM.

4) ONCE THE INSPECTION OF THE NEW STREET LIGHTING MATERIAL IS COMPLETED BY THE DIVISION OF POWER REPRESENTATIVE, THE CONTRACTOR SHALL ENERGIZE THE CONTROLLER. THE CONTRACTOR SHALL CHECK THE AMPERAGE, VOLTAGE AND FUSING OF THE CONTROLLER, AND PROVIDE THOSE READINGS TO THE DIVISION OF POWER REPRESENTATIV SO THAT IT IS RECORDED ON THE "ACCEPTANCE OF STREET LIGHTING" FORMS. EACH LEG SHALL BE FUSED ACCORDING TO FOLLOWING CHART. THE CONTRACTOR IS REQUIRED TO INSTALL THE CORRECT FUSING FOR ANY OF THE 3 "LEGS" OF THE CIRCUIT ON WHICH THEY PERFORMED WORK.

LOAD AMPERAGE	FUSE SIZE	FUSE REDUCER
1 – 12	15 A	BUSS #216
13 – 25	30 A	BUSS #216
26 – 37	45 A	BUSS #616
38 – 50	60 A	BUSS #616
51 – 66	80 A	N/A
67 – 83	100 A	N/A

5) IF THERE ARE NO ISSUES WITH THE CONTROLLER AND THE READINGS TAKEN BY THE CONTRACTOR, THE CONTROLLER SHALL REMAIN ENERGIZED IN ORDER TO TIC–TRACE ALL NEW METAL POLES, AND VERIFY THAT THE NEW LUMINAIRES ARE OPERATIONAL. THE CONTRACTOR SHALL ASSIST THE DIVISION OF POWER REPRESENTATIVE WITH BOTH THE TIC–TRACING AND LUMINAIRE VERIFICATION.

6) AFTER THE DIVISION OF POWER REPRESENTATIVE HAS INSPECTED ALL NEW STREET LIGHTING POLES, PULL BOXES, CONTROLLERS, TESTED ALL GROUNDS FOR OHMS READINGS, AND TIC TRACED ALL NEW METAL POLES, THE DIVISION OF POWER REPRESENTATIVE SHALL MAKE THE DETERMINATION IF THE NEW STREET LIGHTING CIRCUIT IS CONSIDERED TO BE ACCEPTABLE.

7) IF THERE ARE ANY PROBLEMS ON THE NEW CIRCUIT, OR ISSUES WITH THE CONSTRUCTION OF THE NEW LIGHTING INSTALLED BY THE CONTRACTOR, THE DIVISION OF POWER REPRESENTATIVE SHALL DETERMINE IF THE NEW LIGHTING CAN REMAIN CONNECTED TO THE EXISTING CIRCUIT, OR THE NEW CIRCUIT CAN REMAIN ENERGIZED. IF REPAIRS ARE NECESSARY BY THE CONTRACTOR, ALL REPAIRS SHALL BE MADE AS SOON AS POSSIBLE. THE CONTRACTOR ASSUMES ALL RESPONSIBILITY FOR ANY EXISTING STREET LIGHTING CIRCUIT THAT THEY ARE WORKING ON, AND SHALL FOLLOW THE SPECIFICATIONS FOR LOCK–OUT–TAG–OUT AS DETAILED IN MIS–1.

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DEPARTMENT OF PUBLIC UTILITIES - DIVISION OF POWER
CITY OF COLUMBUS, OHIO

GUIDELINES FOR INSPECTION & ACCEPTANCE OF STREET LIGHTING SYSTEMS

DRAWN BY: SAW	DATE: 12/1/23	
APPROVED: Jodi Stefanik		
SCALE: NONE	SHEET: 3 OF 4	2

A. THE DIVISION OF POWER REPRESENTATIVE SHALL NOTIFY THE INSPECTOR THAT THE CONTRACTOR NEEDS TO MAKE REPAIRS TO THE NEW STREET LIGHTING. A PUNCH LIST WILL BE PROVIDED BY THE DIVISION OF POWER PROJECT MANAGER TO BOTH THE CONTRACTOR AND INSPECTION AGENCY DETAILING ALL OUTSTANDING ISSUES. ONCE THE PUNCH LIST HAS BEEN COMPLETED, SIGNED BY THE CONTRACTOR, AND PROVIDED TO THE DIVISION OF POWER PROJECT MANAGER BY THE INSPECTION AGENCY, THE DIVISION OF POWER PROJECT MANAGER WILL RESCHEDULE THE FINAL ACCEPTANCE.

8) IF THE NEW STREET LIGHTING SYSTEM IS CONSIDERED TO BE ACCEPTABLE BY THE DIVISION OF POWER REPRESENTATIVE, THE CONTROLLER SHALL BE PLACED IN "AUTO" BY THE CONTRACTOR FOR NORMAL OPERATION. THE CONTRACTOR MUST THEN FOLLOW THE STEPS FOR RETURNING A CIRCUT TO DIVISION OF POWER CONTROL DETAILED IN MIS–2

9) IF THE NEW STREET LIGHTING SYSTEM IS DETERMINED TO BE ACCEPTABLE BY THE DIVISION OF POWER REPRESENTATIVE, THEY SHALL CLEAN EACH POLE AND ATTACH A POLE IDENTIFICATION NUMBER AT 6' ABOVE THE POLE BASE.

10) THE DIVISION OF POWER REPRESENTATIVE SHALL CLEAN A PORTION OF THE CONTROL BOX DOOR AND ATTACH THE "CONTROL NUMBER" STICKERS, AND "HAZARD WARNING" STICKER TO THE CONTROLLER. CONTROL NUMBERS ARE TO BE PLACED ON BOTH THE DOOR AND THE SIDE OF THE CONTROLLER THAT FACES ONCOMING TRAFFIC.

11) THE DIVISION OF POWER REPRESENTATIVE SHALL NOTIFY THE DIVISION OF POWER PROJECT MANAGER THAT THE PROJECT IS CONSIDERED TO BE ACCEPTED AND COMPLETE, AND ALL CIRCUITS INVOLVED IN THE PROJECT ARE UNDER THE CONTROL OF THE DIVISION OF POWER.

12) THE DIVISION OF POWER PROJECT MANAGER SHALL SEND THE ACCEPTANCE LETTER TO THE INSPECTION AGENCY AND THE CONTRACTOR WITHIN 48 HOURS OF ACCEPTING THE PROJECT. THE PROJECT MANAGER WILL ALSO SEND ANY MAPPING DETAILS TO THE CITY OF COLUMBUS GIS MAPPING GROUP FOR INTEGRATION INTO THE GIS MAPPING SYSTEM.

4. DIVISION OF POWER'S RESPONSIBILITIES
(FOR PROJECTS INSPECTED BY AN OUTSIDE CA / CI AGENCY)

A. FOR PROJECTS THAT ARE INSPECTED BY AN OUTSIDE CA / CI AGENCY, THE DIVISION OF POWER REPRESENTATIVE IS NOT REQUIRED TO COMPLETE STEPS 2–7 OF SECTION 3 OF THIS DOCUMENT.

B. IF A CA / CI AGENCY HAS BEEN CONTRACTED TO INSPECT THE PROJECT, IT IS THAT AGENCY'S REPSONSIBILITY TO FOLLOW AND COMPLETE ALL INSPECTION PROCEDURES NOTED BY THIS DOCUMENT AND THEIR CONTRACT.

C. FOR CA / CI INSPECTED PROJECTS, THE DIVISION OF POWER REPRESENTATIVE IS TO VERIFY ALL LIGHTING FOR THE PROJECT IS OPERATIONAL. THEY ARE ALSO REQUIRED TO OBTAIN READINGS FROM EACH LIGHTING CONTROLLER WITHIN THE PROJECT. IN THIS CASE IT IS THE RESPONSIBILITY OF THE CA / CI AGENCY TO COMPLETE ALL INSPECTION ITEMS, INCLUDING FINAL TIC TRACING OF ALL METAL POLES INVOLVED IN THE PROJECT.

D. THE DIVISION OF POWER REPRESENTATIVE IS REQUIRED TO COMPLETE STEPS 8–11 OF SECTION 3 OF THIS DOCUMENT FOR PROJECTS INSPECTED BY A CA / CI AGENCY.

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DEPARTMENT OF PUBLIC UTILITIES - DIVISION OF POWER
CITY OF COLUMBUS, OHIO

GUIDELINES FOR INSPECTION & ACCEPTANCE OF STREET LIGHTING SYSTEMS

DRAWN BY: SAW	DATE: 12/1/23	
APPROVED: Jodi Stefanik		
SCALE: NONE	SHEET: 4 of 4	2