PUGET SOUND ENERGY

Electric Site Preparation Checklist for Commercial/Industrial & Multifamily Projects

To assist our customers, the most common causes of delays are listed below. For a comprehensive list of our construction requirements please go to PSE.com/CustomerConstruction. All of the following must be completed before the construction crew can begin work.

Your Project Manager or PSE representative will visit the site an initial readiness inspection a minimum of five work days prior to the scheduled date of construction. Should the site not be 100% construction ready upon initial inspection, you'll have the rest of the day to correct any issues prior to re-inspection the following day. Upon re-inspection, should the site not be 100% ready, the job maybe pulled from the schedule. Once the corrections have been made, please notify your Project Manager. Once the site is deemed ready for construction the job will be rescheduled to the next available date. For additional information on how to ensure your site is ready, please refer to the provided Commercial Service Handbook and appropriate service requirement forms (form 3061 for joint trench and form 6080 for electric only trench).

Trenching, conduit, and backfilling requirements:

*****See chapter 2 in Electric Service Handbook for more details on underground primary and service installation requirements*

- ☐ For commercial construction jobs, the primary conductor and conduit is provided and installed by PSE.
- ☐ All trench excavation and backfill related to installing your underground electric cable is your responsibility and must meet PSE design and jurisdictional permitting requirements.
- ☐ Prior to backfilling a joint trench, it must to be inspected for proper horizontal and vertical clearances from other utilities.
- ☐ If trenching to a utility pole, the face of the utility pole must be exposed from grade level to the bottom of the work pit.
- ☐ Responsibilities when installing customer conduit at vaults:
  - Contact PSE for approval of entry location and procedures required prior to extending the conduit or conduit bends into existing service vaults.
  - Service conduits may only enter through "mousehole" openings or knockouts and must be grouted around.
  - Seal service entry conduit at PSE's vault to prevent water from entering into your service panel.
- ☐ Responsibilities when wiring to energized PSE transformers:
  - Contact PSE for approval of entry location and procedures required prior to installing service cable into existing transformer vaults.
- ☐ When PSE's utility pole is within a government jurisdiction's right-of-way, PSE will install a secondary handhole on your property to provide a point of service.
- ☐ When PSE's utility pole is on private property, a commercial customer can attach, own and maintain up to two service conduit risers on the utility pole. Three or more risers require an underground secondary handhole.
- ☐ If no other risers exist on the pole, the customer is to attach the first 10 feet of the conduit riser (see Chapter 2, figure 6). All installation work performed on the pole above 10 feet from grade must be done by a PSE utility crew.

Common causes that could delay your installation:

- ☐ Meter panel is located in a fenced or walled-in area (e.g. patios, decks, porches, breezeways, backyards, and carports).
- ☐ Center of meter panel isn't between 4 and 6 feet above finished grade (5 feet is preferred).
- ☐ Meter location doesn't meet PSE requirements.
- ☐ Labor & Industries permit documentation and approved/signed sticker isn't visible and/or posted on meter base.
- ☐ Job site doesn't have drivable access (paved or rocked drive path per PSE specifications) and has objects on-site that obstruct access.
- ☐ Trench and/or work pit(s) aren't ready (e.g. - water, construction debris, and/or sloughed spoils haven't been removed.
- ☐ Site isn't at final grade or acceptable subgrade in the area of construction.
- ☐ Front property line and lot corners aren't surveyed and staked.
- ☐ Change in the size or number of service conductors.

Permanent Overhead Service Requirements:

*****See chapter 3 in Electric Service Handbook for more details on overhead service installation requirements*

For detailed construction requirements go to PSE.com/CustomerConstruction