



**SCHOOL DISTRICT PALM BEACH COUNTY  
BUILDING DEPARTMENT  
PLAN REVIEW CHECK LIST -- ELECTRICAL**

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PROJECT NAME: \_\_\_\_\_ DATE \_\_\_\_\_  
PROJECT NUMBER: \_\_\_\_\_ REVIEWER \_\_\_\_\_

*The intent of this checklist is to act as a tool for the District Plan Reviewers to review construction plans and specification of projects submitted for permitting by the Building Department. Architects and Engineers are encouraged to use this document as a tool to prepare construction plans and specifications for District projects.*

*The codes references in the checklist are Florida Building Code (FBC), National Electric Code (NEC), District Design Criteria (DDC), District Master Specification (DMS), National Fire Prevention Association Codes (NFPA) current editions, and Florida Statutes (FS).*

**Phase I – Schematic Design**

OK, Comment, or N/A	Item	Code Reference
	Site Plan showing location of main electrical room, generator room, and power company transformer.	District Requirement
	Narrative of electrical power system.	District Requirement

**Phase II –Design Development**

OK, Comment, or N/A	Item	Code Reference
	Typical classroom(s) lighting and power layout.	District Requirement
	Layout of main electrical and generator rooms.	District Requirement
	Service riser diagram schematics.	District Requirement
	Request for any major deviations from the DDC and DMS.	District Requirement

**ELECTRICAL– "Phase III" Plans (Final Construction Documents)**

**General**

OK, Comment, or N/A	Item	Code Reference
	Plans are signed and sealed	471, 481 FS
	All documentation submitted	District Requirement
	Index represents what is submitted	District Requirement
	Plans match the specifications	District Requirement
	Plans comply with the District Design Criteria	District Requirement

### Site Plan

OK, Comment, or N/A	Item	Code Reference
	Site lighting	District Criteria
	Pole light detail	District Criteria
	Sign circuit	District Requirement
	Lift Station	District Requirement
	Sports lighting	District Criteria
	Location of junction boxes in and near play fields	District Requirement
	Location of ITV tower	District Requirement
	ITV tower height	District Requirement
	Size of ITV dish	District Requirement
	ITV tower wind load design for 140 MPH	ASCE 7-98
	Systems conduits and pull boxes for future portables	District Requirement
	EMS control for irrigation pump	District Requirement
	Telephone service entrance	District Requirement
	Locations of video surveillance cameras	District Requirement
	Card access system junction boxes for gates	District Requirement
	Conduit for future cable TV	District Requirement
	Intercom at gates	District Requirement
	Buildings within 60 feet shall have common fire alarm system	FBC 423
	Location of Remote fire alarm annunciator panel	District Requirement

### Lighting Plans

OK, Comment, or N/A	Item	Code Reference
	Emergency lighting	101 NFPA, 423 FBC
	Emergency lighting relay	District Criteria
	Lighting switches for classrooms	District Criteria
	Lighting switches for corridors and student restrooms	District Criteria
	Normal lighting for classrooms	District Criteria
	Exterior lighting: Normal and emergency	423 FBC, District Criteria
	Exterior lighting controls	District Criteria
	Canopy and connector walkway lights	423 FBC
	Stage lighting	District Requirement
	CCTV room lighting	Ed. Specs
	Theatrical lighting	District Requirement
	Elevator pit, machine room, and car lighting	620 NEC
	EHPA lighting requirements	423 FBC

### Power Plans

OK, Comment, or N/A	Item	Code Reference
	Receptacles in classrooms	District Criteria
	Receptacles in media center	District Criteria
	Computer receptacles in classrooms	District Criteria
	Computer receptacles in media center	District Criteria
	Projector receptacles	District Criteria
	Receptacles in corridors	District Criteria

	Receptacles in administrative spaces	District Criteria
	Receptacles for other equipment	Ed Specs
	Receptacles for EWCs	District Criteria
	GFI receptacles	210.8 NEC, District Criteria
	Labs and shops emergency shut off switches	423 FBC
	Equipment wiring	300 NEC
	HVAC system equipment wiring	300 NEC
	Disconnect switches within the sight of motors and appliances	430, 422 NEC
	Floor mounted outlets in kitchen have while-in use water-proof covers	406.8 NEC
	Computer receptacles are supplied from separate panels	District Criteria
	EHPA power requirements	423 FBC

### Systems Plans

OK, Comment, or N/A	Item	Code Reference
	Conduit system for EMS	District Criteria
	Locations of fire alarm horn and strobe lights	NFPA 72
	Mounting heights of fire alarm horn and strobe lights	ADA
	Distance between fire alarm strobe lights	FBC 11-4.28
	Fire sprinkler standpipes tamper switches monitored by fire alarm panel	NFPA 72
	Check duct smoke detectors	SMC 606
	Fire alarm strobe light within 15 feet of the end of the corridor	NFPA 72
	Fire alarm pull stations within 5 feet of main exit doors	NFPA 72
	200 feet travel distance to reach a fire alarm pull station	NFPA 72
	Mounting height of fire alarm pull station	ADA, FBC Chapter 11
	Buildings more than one story to have fire alarm pull stations next to stairs on upper levels	NFPA 72
	Mounting heights for fire alarm horn and strobe lights	NFPA 72
	Remote indicator switches for duct smoke detectors	Design Criteria
	Heat detectors	FBC 423.7.7
	Smoke detectors	NFPA 72
	Smoke detector near fire alarm panel	NFPA 72-1-5.6
	Location of intercom console	District Requirement
	Locations of intercom administrative display telephones	District Requirement
	Intercom speakers and call buttons	District Requirement
	Check sizes of electrical systems rooms	District Requirement
	Communications outlets	District Requirement
	ITV receiving outlets	District Requirement
	ITV origination outlets	District Requirement
	Mounting height of ITV outlets	District Requirement
	Security sensor locations	District Requirement
	Elevator shunt trip	Elevator Code
	Heat and smoke detector in elevator machine room	Elevator Code
	Elevator recall	Elevator Code
	Battery lowering capability for elevator	Elevator Code
	Heat and smoke detector in elevator shaft	Elevator Code
	Smoke detector in elevator lobby	Elevator Code
	Telephone outlet in elevator machine room	Elevator Code
	Check fire alarm system battery calculations	NFPA 72
	Gas solenoid valves in science rooms	FBC 423
	Gas solenoid valves for buildings	FBC 423

	Check School Police requirements	District Requirement
	Where code allows either smoke detector or heat detector, use heat detector	District Requirement
	Heat detector in concealed spaces	FBC 423.7.7
	Heat detector in portables	4A-58
	Hurricane shelter requirements	FBC 423
	Ceiling projector system requirements	District Requirement
	Location of fire alarm annunciator panel and fire alarm control panel	FBC 423
	Emergency power for systems	District Requirement

### Life Safety Loads

OK, Comment, or N/A	Item	Code Reference
	Emergency Lighting	700 NEC
	Exit signs	700 NEC
	Fire alarm system	700 NEC
	Intercom System	700 NEC
	No other loads shall be connected to the life safety panels	700 NEC

### Optional/Equipment Branch Loads

OK, Comment, or N/A	Item	Code Reference
	Security system	District Criteria
	Main telephone system	District Criteria
	Card access system	District Criteria
	Video surveillance system	District Criteria
	Cooler/Freezer	District Criteria
	Receptacles for EHPA	423 FBC
	EMCS control Panels	423 FBC
	All mechanical equipment required for EHPA	423 FBC
	One receptacle for Clinic	District Criteria

### Electrical Room(s) Details

OK, Comment, or N/A	Item	Code Reference
	Clearances for panels, transformers, disconnect switches	110.26 NEC
	Dedicated zones for panels	110.26 NEC
	Emergency generator working clearance	110 NFPA
	Main electrical room must have two exit/entrance doors	110.26 NEC
	Main electrical room must have one (1) door opening to the exterior	District Criteria

### Electrical Riser Diagrams

OK, Comment, or N/A	Item	Code Reference
	Primary conduits for power company transformer	FP&L
	Main distribution panel grounding system	250-50 NEC
	Fault current for the main distribution panel	110.9 NEC
	Feeder sizes	Table 310-16 NEC
	Equipment grounding conductor sizes	Table 250-122 NEC

	Step down transformer grounding	250-30 NEC
	Bonding jumper sizes	250-28 NEC
	Voltage drop: phase, neutral, and equipment grounding	215, 250.122 NEC
	Emergency generator KW rating	700 NEC
	Automatic transfer switches	District Criteria
	Emergency generator annunciator panel, emergency shut off switch	110 NFPA
	K rated transformers are provided for nonlinear loads	District Criteria
	Panels with nonlinear loads have 200% neutral conductors	District Criteria
	Conduit from EMS to power metering device	District Requirement
	Systems conduits for future portables	District Requirement
	EMS conduit for irrigation pump controller	District Requirement
	EMS conduit to telephone room	District Requirement
	ITV conduit to property line for future cable TV	District Requirement
	Check sizes of systems terminal cabinets	District Requirement
	Intercom conduits to gates	District Requirement
	Telephone conduit to elevator machine room	District Requirement
	Two 4 inch telephone conduit to Bell South manhole	Bell South

### Panel Schedules

OK, Comment, or N/A	Item	Code Reference
	Panels ratings: voltage, ampere, phase	240 NEC
	Panels AIC rating	110.9 NEC
	Panels main circuit breaker/main lugs	225, 230, 408 NEC
	Panel loads	210 NEC
	Branch circuits wiring sizes	300 NEC
	Panels' spare capacity	District Criteria, 423 FBC
	Main switchboard load calculation	220 NEC

### Other Schedules and Details

OK, Comment, or N/A	Item	Code Reference
	Transformer schedules	District Criteria
	Disconnect switch schedules	District Criteria
	Motor starter schedules	District Criteria
	Wiring diagrams and details	District Criteria

### Specifications

OK, Comment, or N/A	Item	Code Reference
	Specifications match the District Master Specs	District Criteria
	Specifications match the plans	District Criteria
	Specifications follow the District Design Criteria	District Criteria
	Specification follow the Educational Specifications	Ed Specs
	Specifications are signed and sealed	471, 481 FS