



## **Tie-in to Landlord's Electrical Equipment**

### **Burlington Mall Sears Redevelopment**

This bulletin is to advise you of the responsibilities, processes and fees with the electrical tie-in to Landlord's equipment to energize panel.

**All Tenants are required to hire/contract with Landlord's electrical contractor (Florence Electrical Co.) to perform the final wire termination/tie-in to Landlord's equipment and energize Tenant's panel. Florence Electrical safety policies and protocols will be enforced.**

#### **Tenant Electrical Contractor Responsibilities:**

1. Contractor to schedule a pre-installation meeting in advance of work with Field TC and Florence to schedule wire pull.
2. Contractor to inspect routing to verify pull boxes and conduit path from Landlord electrical room to Tenant space.
3. Contractor to provide equipment for the installation of conductors from Tenant space to Landlord's electrical room. All wire racks to be set up outside of the electrical room.
4. Contractor is required to have the following tasks completed prior to notifying Florence for connection:
  - a. Feeder conductors are to be pulled from the tenant panel to the pull box adjacent to the switchgear, and left securely tied up with enough slack to reach to the appropriate circuit breaker in the switchgear. Contractor is responsible for proper staging of materials and equipment to ensure safe access and egress to electrical room.
  - b. Contractor will perform Insulation Resistance Test (Megger) and have a copy of the test for Florence review (use form attached), identify and phase service cable prior to termination of feeders.
  - c. Payment for the electrical connection made payable to Florence Electrical Co.
  - d. Confirmation Tenant or GC has set up an account with the utility company for the meter.
5. Contractor to be present during the wire termination work.
6. Contractor responsible for cleaning/removing all debris and materials after completion of work.
7. Contractor will terminate and torque all feeders in the **Tenant's switchgear**.
8. Allow one week notice for scheduling prior to shut down. Shut down date will be contingent upon Florence, Graycor and Simon schedule approval.

#### **Florence Electrical Responsibilities:**

1. Florence will allow access to Tenant electrician to tape length of run for wire.
2. Florence will lockout/ tag out switchgear, remove covers and make safe for tenant contractor to pull their conductors into the switchgear section.
3. Florence will make final wire pull from pull box adjacent to switchgear, terminate into LL switchgear and torque conductors onto designated Tenant breaker.
4. Florence will tie and dress the conductors neatly in the switchgear.
5. Florence will test and terminate conductors at the circuit breaker.
6. Florence will re-install covers and then energize circuit
7. Florence will provide torque settings for breaker.
8. Tenant contractor will test and install covers at Tenant switchgear.
9. Florence will provide W-9

**Simon Responsibilities:**

1. Simon will collect check at Contractor Pre-installation Meeting for Florence Electrical Co.
2. Coordinate with Florence and Tenant contractor when tie-in is to be scheduled.

Fee Schedule (Pricing is based upon terminations during off hours. This is the maximum price and discounts subject to field conditions):

100A or less	\$2,500
200A-400A	\$2,500
400A-800A parallel conductors	\$3,000

**Exclusions and clarifications:**

1. Cost for electrical permit.
2. Cost for alternate circuit breakers or rating plugs than provided,
3. Insulation Resistance Testing

**Contact Information:**

Site Contact for scheduling: Dave Chomsky

David.chomsky@cbre.com

248 310 3570

**INSULATION RESISTANCE TEST RESULTS**

Tenant Name \_\_\_\_\_  
 Suite # \_\_\_\_\_  
 Panel ID \_\_\_\_\_ Breaker size \_\_\_\_\_  
 Wire size \_\_\_\_\_  
 Electrical Contractor \_\_\_\_\_ Date \_\_\_\_\_  
 Permit # \_\_\_\_\_

**FEEDER INSULATION RESISTANCE TEST RESULTS**

Resistance (Megohms)										
Feeder Designation	A-B	B-C	C-A	A-N	B-N	C-N	A-G	B-G	C-G	N-G
TORQUE SPECS	All lugs have been torqued to				per manufacturers Specifications					

Terminated by \_\_\_\_\_

Florence Electrical Inc.

Date \_\_\_\_\_