

# Electrical meter installation verification form

|  |
| --- |
| Instructions  1. The installation contractor shall complete this verification form for all electrical metering installations, then send it to the University of Toronto project manager, in **.PDF format**, for F&S Electrical Utilities review. 2. Each meter in the contract shall have photos provided as described on page 3. 3. Where contractor is responsible for **installing communication cabling**, the contractor shall complete the following forms, located on the [F&S design standards and project forms webpage](https://www.fs.utoronto.ca/projects/design-standards-and-project-forms/), and submit to the University of Toronto project manager:    1. [F&S network – IP address request form](https://www.fs.utoronto.ca/wp-content/uploads/2025/02/FS-network-IP-address-request-form.xlsx)    2. [Wiring installation qualification form](https://www.fs.utoronto.ca/wp-content/uploads/2024/04/3.19.3-Wiring-installation-qualification-form.docx) as described under section *3.19.3 wiring installation qualification document* in the [building automation systems design standard](https://www.fs.utoronto.ca/wp-content/uploads/2024/04/Building-automation-system-design-standard_revision-08.pdf)    3. Provide LINKWARE Fluke reports for each cable installed, as per section *3.19.4 Fluke reports requirements* in the [building automation systems design standard](https://www.fs.utoronto.ca/wp-content/uploads/2024/04/Building-automation-system-design-standard_revision-08.pdf) 4. F&S Electrical Utilities is required to sign off this form for the project to be considered completed. |
| Project information Project name:  Contractor company name:  Building name and number: |
| **The section below is for U of T to complete** |
| **F&S Utilities sign-off** (do not proceed with this section unless the image boxes below have been filled)  Project manager (printed):  F&S Utilities engineer name (printed):  F&S Utilities engineer signature:  Date: |

# Meter summary page

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Meter ID | Meter make | Meter model | Meter serial no. | Location (room) | IP address | Gateway | Subnet mask | Description |
| 001-MET-MAIN | Schneider Electric | PM8000 | 645420034 | 251 | 172.17.131.62 | 172.17.131.1 | 255.255.255.128 | Building #001 Main Meter |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date of install:** 2024-11-12 | | **Room number:** 251 | | | **Meter ID**: 001-MET-MAIN | |
| CTs Installed on bus/feeder  Must show direction of install  If multi-circuit meter, show all CTs. | CT Nameplate (Make, Model, and Ratio visible)  If multi-circuit meter, take picture of each CT nameplate | | Photo of PTs and/or CPTs (if applicable) | Photo of installed finger-safe fuses for PTs and/or CPTs | | Photo of the front of meter’s default screen & FT switches |
|  |  | |  |  | |  |
| Photo of meter nameplate | Photo of green Cat6 patch cable from keystone box to meter | | Photo of meter IP address settings (IPv4 Address, Gateway and Subnet Mask visible) | Photo of meter phasor diagram | | Picture of CT & VT/PT settings on the meter |
|  |  | |  |  | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DATE OF INSTALL:** [DATE OF INSTALL] | | **ROOM NUMBER:** [Room Number] | | | **METER ID**: [Meter Name/ID] | |
| CTs Installed on bus/feeder  Must show direction of install  If multi-circuit meter, show all CTs. | CT Nameplate (Make, Model, and Ratio visible)  If multi-circuit meter, take picture of each CT nameplate | | Photo of PTs and/or CPTs (if applicable) | Photo of installed finger-safe fuses for PTs and/or CPTs | | Photo of the front of meter’s default screen & FT switches |
|  |  | |  |  | |  |
| Photo of meter nameplate | Photo of green Cat6 patch cable from keystone box to meter | | Photo of meter IP address settings (IPv4 Address, Gateway and Subnet Mask visible) | Photo of meter phasor diagram | | Picture of CT & VT/PT settings on the meter |
|  |  | |  |  | |  |