Commercial or Industrial Facility Checklist

Job Name: ________________________________

Date: __________________________

Submit a Work Request over the Internet, by fax or by phone.

Web:  
https://www.nationalgridus.com/masselectric/construction/forms/work_request.asp  
https://www.nationalgridus.com/granitestate/construction/forms/work_request.asp  
https://www.nationalgridus.com/narragansett/construction/forms/work_request.asp  
https://www.nationalgridus.com/nantucket/construction/forms/work_request.asp  

Fax: 1-888-266-8094
Telephone: 1-800-375-7405

Receive your Work Request Number, enter here: ________________________________

Note: This should be received within 3 days.

Business Services Representative for this job is: ________________________________

Phone: ________________________________ Fax: ________________________________ Email: ________________________________

Submit Load Information Form.

Submit Easement Application Form and a copy of the property deed

Submit an electronic copy of the site plan.

Submit a one-line diagram indicating the main switch size and the metering requirements.

Submit Order of Conditions OR Notice of Intent documentation indicating any environmental issues relating to the property.

Receive notice of the construction fees, if necessary, which must be paid prior to construction.

Submit payment of any required construction fees.

Receive, sign and return 2 copies of a Service Agreement which details the type of electric service being installed.

Attend a preconstruction meeting to review the design, material specifications and construction responsibilities:

Date of meeting: ________________________________ Engineering Contact: ________________________________ Phone: ________________________________

Receive, sign, notarize and return the easement document without which the project will not be scheduled for construction.

Receive an electrical design drawing depicting the new electric service installation.

Supply and install all equipment in accordance with the Electric Service Information & Requirements (The "Green Book").

Note: Please refer to Article 1004 for protective equipment requirements.

Receive any supplemental construction standards that may be required for 15 kV class, three-phase installations and Underground Residential Developments

Call for any required trench inspections at least 3 days prior to the inspection.

Inspector: ________________________________ Phone: ________________________________ Inspection Date: ________________________________

Call for any required transformer foundation and ground grid inspections at least 3 days prior to the inspection.

Note: Do not pull the secondary conductors until the transformer has been delivered.

Inspector: ________________________________ Phone: ________________________________ Inspection Date: ________________________________

After all of the above are completed, receive a date for installing your new service which will require a minimum of 2 weeks lead time. Scheduled Install Date: ________________________________

Have the Municipal Wiring Inspection approval reported for this Work Request # ________________________________ to us by having the Wiring Inspector call 1-800-375-7405

Note: The construction can be completed prior to receipt of the Municipal Inspection approval. However, the job will not be energized until this approval is received.

Scheduled Energize Date: ________________________________