

Vendor / Installer Coordination Matrix – Automatic Transfer Switches Great Wolf Lodge Attachment "C"

Work Element		L = Lead, A = Assist, F = Furnish, I = Install					
		TCCo/TL	Vendor	Mech	Elec	BATC	Other
Coordination Meetings	Attend Coordination Meeting(s)	L	A	A	A	A	A
	TL provides TCCo super with Receipt Verification Form	F					
	Coordinate installation (including assembly, location and connections).		A	A	L	A	A
	Coordinate junction box size (and top or bottom feed)		A		L		
	Coordinate cable schedule and lug requirements.		A		L		
	TCCo to coordinate utility requirements/approval, where applicable.	L	A	A	A		
	Submittal review - review approved vendor submittals, coordinate with installation, sign-off and provide comments and feedback.		A	A	L	A	A
	Obtain all required permits, including but not limited to building permits.	A		A	L		
	TCCo to obtain approval from Fire Marshall or AHJ prior to release for fabrication.	L	A	A	A		A
Delivery	TCCo to release vendor to fabricate and monitor delivery.	L					
	Vendor to provide written acknowledgement to TCCo & T=L confirming release of fabrication including delivery dates.		L				
	Vendor to immediately notify TCCo & T=L if delivery date slips.		L				
	Coordinate delivery (including delivery location (jobsite, rigger's yard), time, schedule, restrictions)	L	A	A	A		
	Coordinate delivery from factory to jobsite/rigger's yard (including packaging, shipping splits)	A	L		A		
	Coordinate delivery from rigger's yard to jobsite (including accepting and coordinating delivery at rigger's yard, receipt of equipment, tracking of equipment, offloading and rigging plan)	A			L		
	Identification on packaging: (shipping labels)		F		A		
	Firmly attach label(s) to equipment indicating name of manufacturer, equipment model number, equipment serial number and tag number.		F & I				
	Protection of equipment during shipment		L				
	Upon delivery, inspection equipment and document on receipt verification form with TCCo.				L		
	Protection of equipment after receipt				L		
	Off-load, rig, final setting and care & custody.				L		

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ATS	Provide technical support for a complete installation		A		L		
	Witness installation		A				
	ALL mechanical/plumbing piping, connections, and associated hardware and accessories			F&I			
	Meet all seismic requirements for equipment only per drawing S1.1		F&I				
	Meet all seismic requirements for equipment installation per drawing S1.1				F&I		
	ALL Equipment power/ control/ communications connections, conduit and wiring				F&I		
	Accessories (i.e.: terminal blocks, I/O cards, relays)		F&I		A		
	Building controls and interface with equipment, including low voltage wiring					F&I	
	Housekeeping pad and/or inertia base and submit to A/E for approval						F&I
	Anchor bolts and brackets for installation				F&I		
	Vibration isolators, seismic restraints, seismic snubbers				F&I		
	Generator mounted vibration isolators		F&I				
	ATS		F		I		
	ATS controller		F		I		
	ATS remote annunciator		F		I		

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Close-Out	Installation inspection		L	A	A		
	Pre-start-up checklist (to TCCo and installing contractors)		F&A	A	L	A	
	Submit Start-up/commissioning procedure for approval		F&L		A		
	Start-up	A	L	A	A	A	
	Temporary load bank, cables and meters		F		I		
	Coordination of load bank type and testing requirements				L		A
	Fuel for start-up				F		
	Fuel fill for Owner turnover				F		
	Pre-commissioning meeting	L	A	A	A	A	A
	Commissioning	A	A	A	L	A	L
	Coordination Study/Short Circuit Analysis	A	A		A		L
	Adjustment of equipment settings (i.e. CB trip settings)		L		A		A
	Field testing	A	A	A	L	A	
	Housekeeping, clean-up, touch-up paint				L		
	Owner training		L		A		
	O&M manuals to TCCo		F				
	Provide attic stock and spare parts as specified		F	F	F		
	Parts warranty		F				
	Equipment labor warranty		F				
	Installation labor warranty			F	F		
	Trouble shooting during warranty period	A	L	L	L	L	L
	Building controls parts / labor warranty					F	
	Temporary Use Maintenance				F&L		
Warranty certificates		F					