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| Local Education Agency | State Project No. | Phase |
| School | Architect | Date |

DAS - OFFICE OF SCHOOL CONSTRUCTION GRANTS & REVIEW (OSCG&R) PLAN REVIEW CHECKLIST

**PHOTOVOLTAIC INSTALLATION PROJECT**

**FORM SCG-3022**

* Do not use Not Applicable (N/A). Use “None”, “NPS” (Not in Project Scope), or explain condition.
* Submit completed **Pre-Bid Conformance Review (PCR) Checklist** with this completed form.
* Roof replacement (RR) and Photovoltaic (PV) projects can be combined into a single, non-priority list project.
* Status column (by SCG staff): 🗸 Accepted ⭘ Open Item

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | Status |
|  | | Drawings | Specifications | Remarks |
| 01. | Indication of PV system in original Ed Specs |  |  |  |  |
| 02. | FORM SCG-9010 Superintendent’s letter acknowledging responsibility for vandalism |  |  |  |  |
| 03. | Roof-mounted PV system: |  |  |  |  |
|  | a. Age of roof (existing or new) |  |  |  |  |
|  | b. Copy of warranty on existing roof |  |  |  |  |
|  | c. Warranty holder certification: Installation of PV system has no negative impact on existing roof warranty |  |  |  |  |
|  | d. Structural analysis of roof (existing or new): |  |  |  |  |
|  | 1. PV system dead load |  |  |  |  |
|  | 1. Snow drift load – calculated with PV system installed |  |  |  |  |
|  | 1. Wind uplift on PV system |  |  |  |  |
|  | e. Dunnage: |  |  |  |  |
|  | 1. Details of structure and roof |  |  |  |  |
|  | 1. Walkway pads |  |  |  |  |
|  | f. Ballasted system: |  |  |  |  |
|  | 1. Drainage pattern design compatibility |  |  |  |  |
|  | 1. Walkway pads |  |  |  |  |
| 04. | Ground-mounted PV system: |  |  |  |  |
|  | a. Property must be owned by school  no town-owned or leased property |  |  |  |  |
|  | b. Site plan |  |  |  |  |
|  | c. Extent of site disturbance / site activities |  |  |  |  |
|  | d. Fencing shown –  fencing is required for ground-mounted PV installations |  |  |  |  |
|  | e. Contractor staging area |  |  |  |  |
| 05. | Specifications: |  |  |  |  |
|  | 1. Location of inverter |  |  |  |  |
|  | 1. Rapid shut-down requirement |  |  |  |  |
|  | 1. Warning labels |  |  |  |  |
|  | 1. Power connection identification |  |  |  |  |
| 06. | Code **Compliance Certification** required |  |  |  |  |
| 07. | Utility company agreements / rebates / payments |  |  |  |  |