

Annex C: Coordination Study Checklist

It is highly recommended to have an approved coordination study prior to installing service equipment.

The following information is required for submitting a Coordination Study to the City of Richmond, Room 108:

- 1) Completed, Signed/Sealed Coordination Study
- 2) Completed Coordination Study Checklist
- 3) Completed Plan Intake Sheet (See **Annex D** for the Plan Intake Sheet)
- 4) (if applicable) When the coordination study is done by an engineer other than the engineer of record, the engineer of record shall review the coordination study and provide a letter, signed and sealed, to the City of Richmond certifying the construction documents adhere to the coordination study. If any changes need to be done to the construction documents, the engineer of record shall submit those plans to the City for review.
- 5) (if applicable) For all ‘time current curves’ that overlap, provide all manufacturers data for paired-coordinated overcurrent protection devices. Clearly label all paired-coordinated overcurrent devices.

For projects with new and existing overcurrent devices

___	All new devices shall coordinate with the existing overcurrent protection device above and below the new device(s).
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For projects with all new overcurrent devices (Check all that apply)

___	Coordination study one-line diagrams shall show only the devices that require coordination. Do not show devices that are not going to be coordinated.
___	For all overcurrent protection devices required to be coordinated, provide overcurrent protection device(s) manufacturer’s information below on the coordination study emergency and normal one-line diagrams: <ul style="list-style-type: none"> • Manufacturer’s Type • Manufacturer’s Device Number/Name • Manufacturer’s Frame and Trip Size
___	Make sure the coordination study one-line matches the approved electrical plans. If not the approved plans must be revised to match the coordination study.
___	Provide maximum fault current, for normal and emergency power, located at each piece of equipment on the normal and emergency one-line diagrams.
___	Coordination shall be done from normal power supply and emergency (generator/UPS/etc.) supply, down to the branch circuit overcurrent protection devices. If for any panel there are different size and/or type branch overcurrent protection devices, a separate time-current curve is required for each type of overcurrent protection device.

When submitting coordination study for City review, check all items in one of the options below that applies to the project.

Option #1 - Total Selective Coordination

___	Provide total selective coordination showing no overlapping curves in the Time Current Curves.
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Option #2 - Coordination to 0.01 Seconds

___	Coordination study coordinates to 0.01 seconds.
___	For all time current curves that overlap, provide all manufacturers data for paired-coordinated overcurrent protection devices. Clearly label all paired-coordinated overcurrent devices.

Option #3 - Coordination to 0.1 Seconds [For Hospitals only, see NEC Article 517.30 (G)]

___	Coordination study coordinates to 0.1 seconds.
___	For all time current curves that overlap, provide all manufacturers data for paired-coordinated overcurrent protection devices. Clearly label all paired-coordinated overcurrent devices.