

SITE VISIT REPORT

DATE: 5/7/2026

SEND TO: Spencer Sheffield FROM: Matt Klebosky, Rachel Cromwell

SUBJECT: Brittain Hall Site Visit 5/5/26 OFFICE LOCATION: Atlanta

PROJECT: Brittain Hall Electrical Infrastructure Improvements ACTION: For Your Information

PROJECT NO.: 240059

☐ OFFICE CORRESPONDENCE ☐ TELEPHONE LOG ☐ CONFERENCE NOTES ☒ MEMORANDUM

COMMENTS:

A substantial completion inspection was held on-site at 9:30 AM on Tuesday, 05/05/2026.
Attendees included:

- Spencer Sheffield
- Hewatt Electric
- Rachel Cromwell, Wiley|Wilson
- Matt Klebosky, Wiley|Wilson

The Infrastructure project work is substantially complete. During the site walk, the following items were noted:

1. Elec Vault 120:
 - a. Seal conduit penetrations
 - b. Cap cutoff conduits
 - c. General cleanup of debris, remove abandoned equipment, terminate conductors in junction box
 - d. Support telecommunications cabling that is routed in front of panel
 - e. Remove abandoned conduit routed above relocated panel, abandoned junction/outlet boxes
 - f. Final equipment labeling
 - g. Provide coverplate for light switch
 - h. Remove protective covering from smoke detector
 - i. Provide pictures of CTs installed in switchboard MDP
 - j. Testing of the emergency lighting in the room can be deferred to occur during the Refresh project inspection
2. Elec 108:
 - a. General cleanup, remove tape from panels, apply labels

- b. Provide light fixture and control device
 - c. Terminate signal cabling for meters, coordinate connection to campus metering system and validate data collection
- 3. Servery 103
 - a. Provide panel directories in panels (it is noted that this should be done in coordination with the Refresh project, though as-built conditions should be noted for this point in time)
 - b. Remove abandoned temporary lighting
 - c. Seal ceiling conduit penetrations
 - d. Reconnect existing conduit to connector in ceiling
- 4. Perform final testing in accordance with:
 - a. Feeder testing (other than the existing service feeder) per 260519 para 3.7
 - b. Grounding system test per 260526 para 3.4
 - c. Switchboard acceptance and NETA testing per 262413 para 3.6
 - d. Panelboard NETA testing per 262416 para 3.4
- 5. General Conditions – Review Section 017700 Closeout Procedures and provide applicable items. Items of particular note include, but are not limited to:
 - a. Submit red-lined as-built drawings
 - b. Submit O&M Manuals
 - c. Complete Owner demonstration and training
 - d. Recommended maintenance procedures and spare parts
 - e. Warranty
 - f. Provide permanent locks
- 6. Submit final power study
 - a. Apply recommended settings to adjustable breakers
 - b. Apply arc-flash labels to new equipment

Miscellaneous photos from the site visit follow for reference:



Figure 1: Conduit Penetrations in Electrical Vault Require Patching/Capping, Terminate conductors, Support Conductors

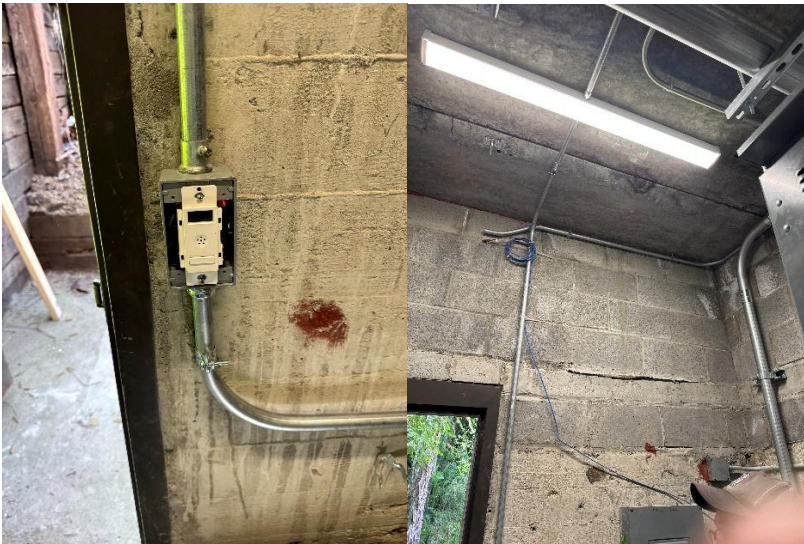


Figure 2: Missing Switch Cover Plate in Electrical Vault, Demolish Abandoned Conduit



Figure 3: Elec 120: General Cleanup Issues in Space



Figure 4: Elec 108 – Finalize Labeling, General Cleanup, Finalize Metering Connectivity, Light Switch

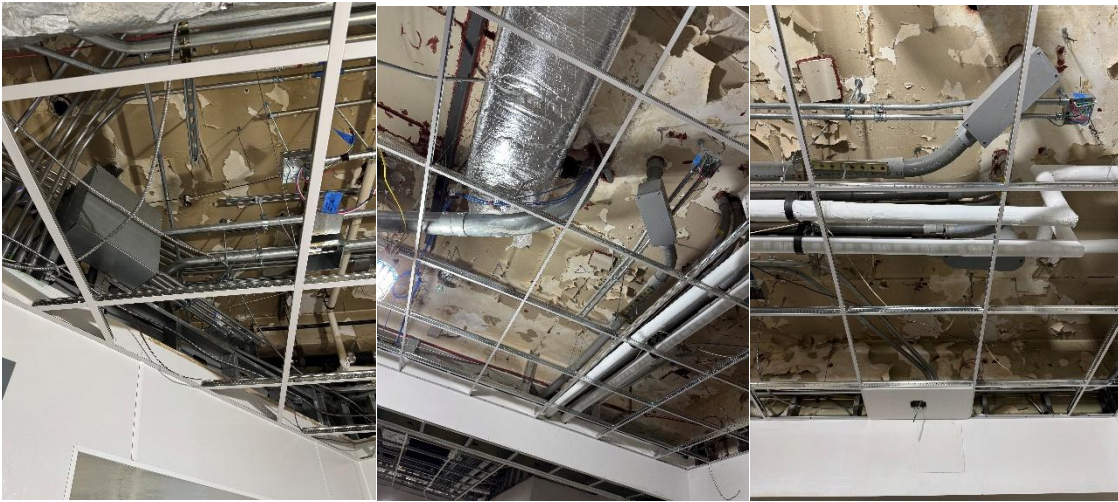


Figure 5: Abandoned Temporary Lighting, Conduit Penetrations w/out Seals, Disconnected PVC Conduit