

FIELD INSTALLATION SUPERVISOR CLOSE-OUT MEETING CHECKLIST

☒ PROJECT INFORMATION:

Project Name	Pelham, On LED Street Light Upgrade	Project Number	P-1332
Meeting Location	Via Teams	Meeting Date	February 23, 2023

☒ MEETING ATTENDEES:

E-MAIL ADDRESSES ☒

Alain Cantillo, acantillo@realtermenergy.com	Kandi Heerkens, kandi.transtest@sympatio.ca	Gimel Ledesma, gledesma@pelham.ca
Bruce Ibbitson, ibbitson@realtermenergy.com	Derek Young, dyoung@pelham.ca	Nadera Nawabi, nnawabi@realtermenergy.com
Alain Cantillo, acantillo@realtermenergy.com		

☒ TALKING POINT WITH CLIENT *"I will distribute meeting minutes by email with a copy of this checklist."*

☒ CONTACT INFORMATION:

PROVIDED TO CLIENT ☐

Electrical Contractor	Trans Test	Municipal Contact	Jason Marr
Onsite Contact Name	Kandi Heerkens	Title	Director of Public Works
Phone number	613 223-0386	Phone number	905 892-2607
e-mail Address	kandi.transtest@sympatio.ca	e-mail Address	jmarr@pelham.ca

☒ TALKING POINT WITH CLIENT *"This is the contractor who will honor the one year workmanship warranty."*

☒ SCOPE OF WORK:

PROVIDED TO CLIENT ☒

TOTAL FIXTURES TO BE INSTALLED	FIXTURES INSTALLED
564 COBRAS	530 COBRAS

☒ PROJECT DURATION:

PROVIDED TO CLIENT ☒

Start Date	End Date
November 14, 2022	February 14, 2023

☒ TALKING POINT WITH CLIENT

"We have completed the installation phase of the project on the installation end date."

☒ QUALITY CONTROL:

PROVIDED TO CLIENT ☒

☒ FIS final quality assurance completed

N/A 3rd party QC inspection completed OR ☐ Booked for

Quality Control Deficiency Clean Up: ☐ Not Required OR ☒ Completed OR ☐ Booked for

FIS Quality Assurance Comments:

NO MAJOR ISSUES

☒ TALKING POINT WITH CLIENT *"Throughout the project FIS reviewed the installations and have deficiency's corrected as found."*

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☒ POST INSTALLATION SAFETY REPORT:

PROVIDED TO CLIENT ☒

☒ No Safety Issues or Accidents Reported.

OR

☐ The following concerns or accidents were addressed during the project:

Concern	Resolution
None reported to Client or RTE	

☒ INSTALLATION DEFICIENCY'S:

PROVIDED TO CLIENT ☐

☐ No outstanding items to address.

OR

☐ The following deficiencies will be addressed post project:

Deficiency	Owner	Due Date
See listing at the end of this document		

☒ CLOSING DOCUMENTATION:

PROVIDED TO CLIENT ☒

☒ Electrical Permit – Pending

☒ Recycling Certificates – Pending

☒ OUTAGE PROCESS POST INSTALL:

PROVIDED TO CLIENT ☐

Post Installation Warranty process is as follows:

Client to send an email to service@realtermenergy.com with the following information:

- RTE ID (found on the map)
- Municipal Street Address
- Description of the Issue

☒ TALKING POINT WITH CLIENT – *"Helpful descriptions include always on, always off, strobing, intermittent, or on fire."*

☒ CLOSEOUT:

☒ TALKING POINT WITH CLIENT – *"Product Specification Sheets, Recycling Certificates, Inspection Certificates, warranty information will be provided in the e-binder to come at a later date."*

☒ TALKING POINT WITH CLIENT – *"Feedback is always welcome can be provided to feedback@realtermenergy.com"*

☒ TALKING POINT WITH CLIENT – *"Thank you for being our customer, please contact me if I can help in the future."*

FIS Name	Bruce Ibbitson
	<div>DocuSigned by: BRUCE IBBITSON C14289500C36428</div>
Date	February 23, 2023

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Notes:

- 564 SOW, Installed 530, 2 not installed - Misc. Issues, 2 not installed – No Access, 2 not installed – no pole/light

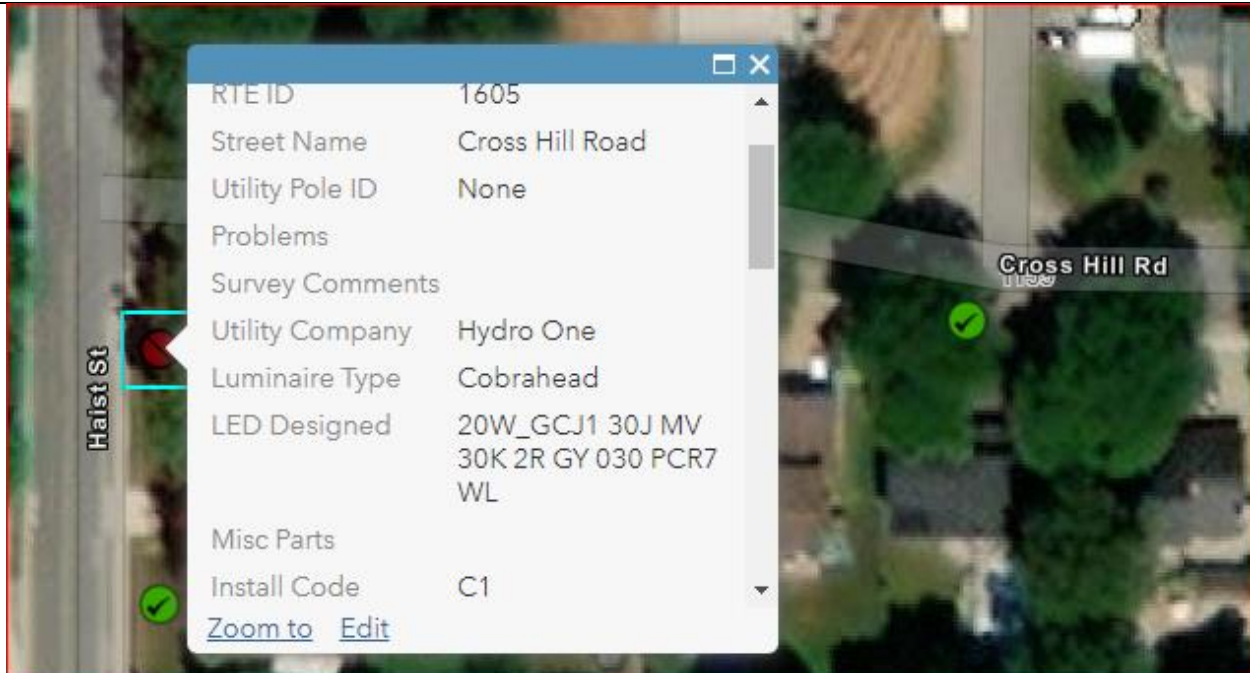
Installation	
Row Labels	Count of Status
Installed	530
No Replacement - Client Request	12
Not Installed - Misc Issues	2
Not Installed - No Access	2
Not Installed - No Pole Or Light	2
Grand Total	548

- Start Date: Nov.14/22, End Date: Feb.14/23
- 218 LED Upgrades, 312 LED Upgrades HV
- ID 1260/1261 Not Installed – No Access: will be part of next project



- ID 1395 Not Installed – Misc. Issues: was not a cobra, deco installed at this location
- ID 1605 Not Installed – Misc. Issues: was originally located on Cross Hill Rd, move to Haist St., should be C4, will be part of next project

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- Traffic Control was discussed, Book 7 to be followed, Short term durations less than 20 minutes, ROP was not req'd
- Locations to avoid during peak travel conditions – typical morning and traffic commutes.
- Road Construction Projects: N/A
- Preferred Starting point – no preference.
- NTP documents were provided prior to the start of the project
- No major tree trimming was req'd, odd small branch, nothing more.
- FIS QC completed and issued, no major issues.
- Outage List provided by Pelham was sorted and corrected, reoccurring outages on Sadler St. (bad underground will be repaired by Transtest who is the Maint. EC), repairs at Cynithia Court were completed earlier in the week, FH issue, all good now
- C.O. Quote provided for the supply of one knock down Post Top Deco at 785 Canboro Rd, installation by Trantest
- C.O.: Allowances of wiring, FH and secondary connections were increased to reflect field conditions being experienced
- Status of Outstanding EC Documentation: Pending recycling docs, Product Returned to Client (PRC) pending.
- ESA inspection is scheduled for next Tuesday, Feb.28/23
- **Project now moves from Installation to Reconciliation**