

How To Guide ••• MEP Systems Check

* The information contained herein serves only as suggested guidelines. Vendors are expected to perform all work according to the specific information in the work item, applicable laws and regulations, and in accordance with industry standards.

Overview

This guide is not comprehensive of the full MEP systems check, but rather highlights specific sections. Be sure to complete the full MEP System Checklist provided with the Work Item.

The Mechanical, Electrical and Plumbing (MEP) Systems Check is performed to ensure these systems are in working condition, including any sump pumps the property may have.

Guidelines

- Ensure the gas valve to the furnace is opened and the furnace pilot light has been lit.
- Check the electrical service panel to ensure all breakers or fuses are present. While at the service panel, verify the following information:
 - Confirm the breakers or fuses for the HVAC system are turned to the “ON” position. (If the property has a wet heating system and has already been winterized, do not turn on the breaker for the HVAC)
 - Confirm the breakers or fuses for the sump pump (if present) are turned to the “ON” position.
 - Confirm the gas valve or circuit breaker for the water heater is turned to the “OFF” position.
- All exposed water, gas or electric lines are to be capped. If capping is required, an existing Line Item is available for use.
- Inspect and set the thermostat to 80 degrees cooling, 55 degrees heating and turn the thermostat to the “ON” or “FAN” position.
- Identify if there is a sump pump present on the property. If so, verify the operating condition by first checking the power source to the pump, then by pouring enough water into the sump well to activate the float switch. If the sump pump is not functioning, notify primary vendor and replace the sump pump immediately.

Sump Pump





Photo Requirements

Standard Required Photos

- **Address Verification:** (Front view, property number & intersection street sign)
- **All Applicable Meters:** (Gas, Electric, and Water)
- **Pilot Light:** Show lit furnace pilot light
- **Thermostat:** Set to 80 degrees cooling and 55 degrees heating
- **Sump Pump:** Photograph of testing sump pump functionality.
- **Sump Pump:** Replacement of sump pump, if needed.
- **Breaker:** Main breaker turned “ON”, circuit to water heater turned “OFF”, and circuit to well turned “OFF”