

Switchboard quote checklist

Clive Wilson Switchboards | Project information to get started

☐ 1 Project and contact

Company, contact name, email and phone; project and site location; board tags and quantities; quotation deadline and required delivery date.

☐ 2 Board and supply

Board type and application; supply voltage, phases and frequency; incomer and load requirements; available fault information; enclosure, environment, cable entry and access constraints.

☐ 3 Motor and outgoing circuits

Motor or load schedule; equipment tags, quantities, ratings and nameplate currents where available; starting method or drive requirements; outgoing protection and spare capacity.

☐ 4 Control, protection and monitoring

Control philosophy; PLC/BMS/SCADA interfaces; interlocking and protection requirements; metering, temperature monitoring and fire-system interfaces where specified.

☐ 5 Documentation, testing and delivery

Required drawings and formats; approval stages; factory tests and witnessing; delivery address and access; installation and commissioning responsibilities.

☐ 6 Attach what you have

Single-line diagram; motor/load schedules; project specification; site or room layout; relevant existing-board photographs and client standards.

Not sure of a detail? Mark it as unknown rather than guessing.

This short checklist accompanies the Excel quote request pack.

Use the workbook or your existing schedules for detailed circuit information.

Send your brief to admin@clivewilson.co.nz

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