

LIGHTING CONTROL

Pre-Start Up Checklist

TIME SENSITIVE DOCUMENT – RETURN IMMEDIATELY

Date: _____	Electrical Contractor: _____
Job Name: _____	Contact Name: _____
GO #: _____	Contact Phone #: _____

Please ensure that the items listed below have been completed.
 Initial each item and **return this form at least 21 days prior to the requested factory start-up date.**

Notes (attach additional pages if necessary)

- | | | |
|--|-------|--|
| 1. Line Voltage terminated to control transformers | _____ | |
| 2. Line/Load Voltage terminated to relays | _____ | |
| 3. Control devices have been terminated to the programmable inputs and are ready to be tested (switches, photocells, BAS). | _____ | |
| 4. Specified data cable properly installed and terminated. | _____ | |
| 5. Updated Panel Schedules or As-built information completed and faxed to ILC. | _____ | |
| 6. Time schedules/ BAS information has been determined for the project. | _____ | |
| 7. Startup has been coordinated with the appropriate parties to be present for training during scheduled system startup (contractor, maintenance staff, building owner). | _____ | |
| 8. Requested Date and time for start-up and training: _____
(4-6 weeks typically required for travel) | _____ | |

Please note that ILC will not be responsible for the following costs if the above items are not completed prior to the arrival of our factory technician:

- Additional time required on the job site
- A second trip to the job site

Please read, sign below and **email** to Customer Service at CustomerService@ilc-usa.com

I understand that the items listed above, if not completed when the ILC technician arrives on the jobsite will require an additional cost at the contractor's expense.

If these terms are not complete as verified above on arrival of the technician, then the technician will leave the jobsite and the contractor or distributor will be charged the full cost of this scheduled visit. Another visit will need to be rescheduled with ILC at the contractor's expense once all the above items have been completed.

Print Name _____ Company Name: _____

Signature: _____ Date: _____

Title: _____ Ph.#: _____ Cell # _____



INTELLIGENT LIGHTING CONTROLS, INC.

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Site Address/Required Preparations

Site Address

Street: _____

City: _____ State: _____ Zip: _____

Job Name: _____ GO#: _____

Required Preparations for Startup Visit

General

1. Verify that the Bill of Material in your submittal matches the Bill of Material that you received.
2. All panels, room controllers, switches, occupancy sensors, photo cells, and other peripheral devices have been terminated and are powered.
3. All RJ-45 Cat 5 cables have been properly tested.
4. **All as built documentation is complete, accurate, and submitted to ILC at least 2 weeks prior to the startup date.**

The as built information must include: *(Example schedules can be provided with upon request).*

- Room load schedules
 - Switch schedules
 - Time clock schedules
 - Any special functions
 - Other programming information that may be required for a fully functioning system
5. An electrician familiar with installation to be available; with ladders or anything else for access to the system components (if required).
 6. Ensure that end user representatives are to be onsite for orientation and training on the system.

Daylighting Systems (If not using ILC daylighting products skip this section)

1. All daylighting sensors have been wired and are powered.
2. The daylighting controlled areas are completed and ready for occupancy, including the following:
 - All skylight diffusers or louvers are installed and fully operable.
 - All lighting fixtures have lamps installed, have been tested, and are operating properly.

Dimming Systems (If not using ILC dimming products skip this section)

- All dimming controllers have been terminated and are powered.
- Lamps have been burned in per the lamp manufacturers recommendations (100 hour burn in at 100% output is typical).

Networked Systems (If not using ILC networked products, skip this section)

- All network devices have been wired and are powered.

