

Pre-Startup Form (Dialog System)

Instructions

Before we can schedule a technician for startup and commissioning, we need to have the following items reviewed and filled-in:

1. Read the "Lighting Control System Startup INSTRUCTIONS"
2. Review "Factory As-Built" drawings:
 - a. Ensure you have received everything on the "Materials list"
 - b. Verify and edit any changes to the "One-line diagram"
 - c. Verify and edit any changes on each "Panel Schedule"
3. The "Pre-Start-up Checklist" completed, signed and returned to Douglas ASAP.

Project Information

Project / Site Name: _____

Douglas Project Number: _____

Site Address or Cross Streets _____

City, State _____

Contact Name: _____

Phone #: _____

Email: _____

Site Contact Name: _____

Phone #: _____

Email: _____

After the items are completed and verified (with all required work completed) is returned to Douglas, four (4) weeks notice is required to schedule a startup visit, three (3) to five (5) business days may be needed to confirm a date.

IMPORTANT

·Incomplete site work may result in additional charges to cover time and expenses
(Minimum of \$1000/day plus expenses extra)

Pre-Start-up Checklist

The following items should be completed by the electrical contractor prior to the arrival of Douglas Lighting Control technician on site. **If any questions below do not apply for this particular installation please answer by selecting "N/A".**

1. Relay Panel Information	Yes	Will be Completed before (dd/mm/yyyy)
Are all relay enclosures (tubs) and interiors installed?		
Are all the Lighting Control System equipment powered?		
Has the local dataline been run and terminated to all dataline devices & has been run and terminated between panels?		
Are all loads wired to relays according to the Panel Schedules provided?		
If not, have the revisions been noted and sent back to Douglas Lighting?		

2. System Configuration	Yes	Will be Completed before (dd/mm/yyyy)
Have a riser diagram confirmed for ALL DIALOG DEVICES		
Have the approximate distances for DIALOG devices on riser to indicate network length.		
Is the riser installed as depicted on the One-line Diagram?		
If not, have the revisions been noted and sent back to Douglas Lighting?		

3. Switches and other controls	Yes	Will be Completed before (dd/mm/yyyy)
Are all the switches installed and connected to the relay panels?		
Have all the relays controlled by each switch been identified?		
Have all the relays controlled by a Group (Master) Switch been identified and documented.		
Have all relays switched by Timer and/or Photocell been identified, and documented and sent to Douglas Lighting Controls? (Email, Fax or Couriered)		
If using a photocell, has the photo sensor and photocell input module (if required) dataline been installed as specified?		

N/A

4. Computer Connections	Yes	Will be Completed before (dd/mm/yyyy)	N/A
Has the connection with Standard Ethernet Cable (Category 5 / RJ-45 connector) been made between the local area network and the associated relay panel? OR			
Has the connection with CROSSOVER Ethernet Cable (Category 5 / RJ-45 connector) been made between the computer and the associated relay panel?			
Will the Douglas personnel have access to computer(s) which will be used for lighting controls?			

5. Graphics Package Requirements: Available to pick-up during start-up (if Applicable)	Yes	Will be Completed before (dd/mm/yyyy)	N/A
A Complete set of electrical plans showing walls, fixtures and circuits			
A CD containing the final "As Built" Electrical Plans in AutoCAD format (.DWG or .DXF)			
The final "As Installed" Panel Schedules & Input Schedules with corresponding circuits, relays, local switches, master switches, and utility controls.			
The work on the graphics package begins once commissioning of the job is completed. A minimum of 10 weeks is required to complete the graphics set. Please have the information available at commissioning or forwarded to Douglas Lighting Controls as soon as possible.			

6. General Items	Yes	Will be Completed before (dd/mm/yyyy)
Douglas relay panel schedules with installed circuiting and switching control and Timer control have been marked up and returned to Douglas.		
An electrician familiar with the installation will be on-site full time with the required ladders/lifting equipment if required		
Have arrangements been made for Douglas Technician to have access to all area of the project (e.g. all electrical rooms, rooms with switches etc...)		
Are Building owner representatives (maintenance personnel) advised of Douglas technician's visit and scheduled for training during this period?		

7. Site Conditions	Yes	No
Will hard hats and safety footwear be required during commissioning?		
What hours is the site available for work? From _____ to _____		
Can Douglas technician have access after-hours if required?		

8. Request	
<p>The start-up for the project identified in this document is hereby requested. The preparations contained within this document and the Lighting Control System Startup Instructions are, or will be, completed prior to the date of the startup visit. It is understood that if extra trips or extra time is required to complete the system startup or owner training due to lack of preparation or installation problems, additional charges to the contractor will result.</p>	
Form completed by (print legibly):	
Company:	
Signature:	
Date:	

<p>Prior to Douglas Lighting Control site visit, advise details of any damaged, missing or incorrect components.</p>

<p>IMPORTANT</p> <p>FOUR (4) WEEKS NOTICE IS REQUIRED TO SCHEDULE A STARTUP VISIT</p> <p>THREE (3) to FIVE (5) BUSINESS DAYS MAY BE NEEDED TO CONFIRM A DATE</p> <p>after this form is completed and returned</p> <p>Incomplete site work may result in additional charges to cover time and expenses</p> <p>(Minimum of \$1000/day plus expenses extra)</p>
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