

STARTUP REQUEST FORM

INSTRUCTIONS

To request a Startup visit of the Wattstopper Lighting Control equipment:

1. Complete this form including initialing the items under required preparations below.
2. Fax the completed form to Wattstopper at 860.570.2824 or email to field.service@wattstopper.com
3. Contact Wattstopper Field Technical Services at 888.852.2778 to schedule the startup visit.

PROJECT INFORMATION

Project/Site Name: _____

Address/Location: _____

City/ State: _____ Zip: _____

Cross Street: _____

Job Quote #: _____ Preferred Startup Date: _____

Project Site Hours: _____ AM to _____ AM
 PM PM

CONTACT INFORMATION

<p><i>Electrical Contractor Information</i></p> <p>EC Name: _____</p> <p>EC Phone: _____</p> <p>EC Email: _____</p>	<p><i>Project Owner Information</i></p> <p>Owner Contact: _____</p> <p>Owner Phone: _____</p> <p>Owner Email: _____</p>
<p><i>On-Site Contact Information</i></p> <p>On-Site Contact: _____</p> <p>On-Site Phone: _____</p>	

RECEIPT OF THE STARTUP REQUEST FORM IS REQUIRED TO SCHEDULE A STARTUP VISIT. A MINIMUM OF THREE WEEKS NOTICE IS NECESSARY FOR A STARTUP DATE

DLM Networked projects that have a RACCESS cellular modem and have successfully completed the Site Readiness Check (SRC) process will receive priority scheduling. If a return trip is necessary to complete the startup for a project with a successful SRC, the return trip will be non-billable.

To schedule an SRC for a DLM Networked project that has a RACCESS cellular modem, please contact the Remote Operations Center (ROC) team at (888) 740-7950.

Additional Charges

IF EXTRA TRIPS OR EXTRA TIME IS REQUIRED TO COMPLETE THE SYSTEM STARTUP DUE, TO LACK OF PREPARATION OR INSTALLATION PROBLEMS, ADDITIONAL CHARGES TO THE CONTRACTOR MAY RESULT. THIS EXTRA WORK WILL REQUIRE A PURCHASE ORDER.

STARTUP REQUEST FORM

Purpose of Startup Visit

1. To verify proper installation of the Wattstopper system.
2. To verify proper operation of the system.
3. To calibrate the system and perform software programming and scheduling.
4. To provide orientation and training for the end user.

Initials Required Preparation For Startup Visit

(Initial Each Item That Applies To Your Requested Startup Bill of Materials)

General

- _____ 1. All equipment shown on the Bill of Materials in your submittal has been received and installed.
- _____ 2. All the equipment is wired and powered.
- _____ 3. An electrician familiar with the installation will be available with ladders / lifting equipment (if required)
- _____ 4. Arrangements must be made for representatives of the end user to be on site for orientation and training of the system (if required) There are no allowances made for return training visits unless specified in the Bill of Materials.
- _____ 5. Please note any special security measures (surrender of IDs, security clearances, escorts, training classes, etc...) required to access the site and / or Lighting Control Equipment.
- _____ 6. Any special training/ safety classes required to access site or Wattstopper equipment? (if yes, describe below in 'Important Notes')
- _____ 7. All RJ-45 cables not supplied by Wattstopper have been properly tested.
- _____ 8. All as-built documentation is completed, accurate and submitted at least one week prior to the startup date.

FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN FORFEITURE OF YOUR SCHEDULED DATE.

The as-built documentation must include:

- Relay Panel Schedules
- Switch Schedules
- Networking Devices IP Information / MAC Addresses (Complete Control and DLM Networking)
- Other programming Information that may be required for a fully functioning system

Lighting Control Panels

- _____ 9. All equipment shown is wired to the proper loads.
- _____ 10. All low voltage switches have been installed, wires run and terminated at the proper inputs.
- _____ 11. If using a photocell, the photosensor must be installed, wires run and terminated at the proper input (Interior and Exterior).

Complete Control Panels (if no LIC panel skip this section)

- _____ 12. If using Dataline Switches the local dataline has been run and terminated to switches...
 - _____ 13. The CC Dataline has been run and terminated to panels.
- (FAILURE TO USE SPECIFIED WIRE FOR DATALINES MAY JEOPARDIZE COMPLETION OF STARTUP)**
- _____ 14. A Dataline power supply has been installed and connected to the CC Dataline. This can be an external device. (HDPS1CC) or a dataline power supply card installed in one of the panels (one panel will have a catalog number that ends with a 'P')
 - _____ 15. The front-end equipment (HLINK, HLANCC, PC, or WebLink) has been installed and connected to the CC Dataline.
 - _____ 16. External communications have been wired and are available (Phone lines for phone overrides, LAN/ WAN wiring, etc..)

Wattstopper Field Technical Services
Office: 1-800-723-5175 Fax: 860.570.2824
Email: field.service@Wattstopper.com

Initials Required Preparation For Startup Visit

(Initial Each Item That Applies To Your Requested Startup Bill of Materials)

DLM Lighting Control Panels (if no LMCP panel skip this section)

- _____ 17. All RJ-45 cables not supplied by Wattstopper have been properly tested.
(FAILURE TO USE SPECIFIED WIRE FOR DATALINES MAY JEOPARDIZE COMPLETION OF STARTUP)
- _____ 18. All equipment relays wired to the proper loads.
- _____ 19. All low voltage switches have been installed, wires run and terminated at the proper inputs.
- _____ 20. If using a photocell, the photosensor must be installed, wires run and terminated at the proper input (Interior and Exterior)

DLM Daylighting Systems (if no DLM Daylighting skip this section)

- _____ 21. Daylighting Readiness:
- The flooring (carpets, finished floors, etc..) have been installed.
 - The wall treatments have been completed
 - All furniture (desks, chairs, tables, cabinets, etc..) have been unpacked, cleaned, and installed.
 - Any window blinds or shades have been installed and fully operable.
 - Any skylight diffusers or louvers have been installed and are fully operable.
 - All lighting fixtures have lamps installed ahbe been tested and are operating correctly.

DLM Dimming Systems (if no DLM Dimming skip this section)

- _____ 22. Lamps have been burned in per the lamp manufacturers recommendations.:

DLM Networked Systems (if no DLM Networking skip this section)

- _____ 23. The MS/TP network (LM-MSTP) has been run and terminated between all devices / panels. (See drawings for details.)
- _____ 24. **The MSTP network has been installed and conforms to standard detailed in Wattstopper Technical Bulletin #TB179.2**
- _____ 25. All IP Connectivity information is included on the '*Request for Information – Networked Systems*' form.

Exterior Wireless (if no Exterior Wireless skip this section)

- _____ 26. All Connectivity Information is included on the '*Request for Information – Exterior Wireless Systems*' form.
- _____ 27. Lamps have been burned in per the lamp manufacturers recommendations.

Architectural Dimming Systems (if no Architectural Dimming Systems skip this section)

- _____ 28. Architectural Dimming Wattstopper station bus wire is installed and connected to stations.
- _____ 29. Power over Ethernet (PoE) devices are installed and connected to Touchscreens.
- _____ 30. If mobile apps or remote access is desired, the controller is connected to the LAN and IP connectivity is granted (See '*Request for Information – Architectural Dimming*' form)
- _____ 31. Devices using RS232 or RS485 are interfaced with the controller

Daylighting Systems (if no Daylighting skip this section)

- _____ 32. Daylighting Readiness:
- The flooring (carpets, finished floors, etc..) have been installed.
 - The wall treatments have been completed
 - All furniture (desks, chairs, tables, cabinets, etc..) have been unpacked, cleaned, and installed.
 - Any window blinds or shades have been installed and fully operable.
 - Any skylight diffusers or louvers have been installed and are fully operable.
 - All lighting fixtures have lamps installed ahbe been tested and are operating correctly.

Dimming Systems (if no Architectural Dimming skip this section)

- _____ 33. All Dimming Room Controllers have been wired and powered.
- _____ 34. Lamps have been burned in per the lamp manufacturers recommendations.

Initials Required Preparation For Startup Visit

(Initial Each Item That Applies To Your Requested Startup Bill of Materials)

Networked Systems (if no Architectural Dimming Networking skip this section)

- _____ 35. The MS/TP network (LM-MSTP) has been run and terminated between all devices / panels. (See drawings for details.)
- _____ **36. The MSTP network has been installed and conforms to standard detailed in Wattstopper Technical Bulletin #TB179.2**
- _____ 37. All IP Connectivity information is included on the '*Request for Information – Networked Systems*' form.

IMPORTANT NOTES:

Scheduling the Startup Visit

1. Make sure all preparations listed above have been or will be completed by the date of the startup visit.
2. Determine the preferred date for the startup visit. (Please note required lead time)
3. Complete the "Startup Request" form and fax it to Wattstopper Field Technical Services at 888.852.2778 or email it to field.service@wattstopper.com

Cancellation

In the event you cancel your confirmed date without reasonable notice, you may be charged to reschedule.

- Less than 3 business days - \$500.00
- 4-7 business days - \$250.00

*If you need blank documentation forms or have any questions please contact Wattstopper Field Technical Services at 1.888.852.2778 (opt. 4)

Request

The startup visit for the above-named project is hereby requested. The preparations listed above are, or will be, completed prior to the date of the startup visit. **It is understood that additional trips or excess time required to complete the startup visit due to lack of preparation on the part of the installer may result in additional charges to the installer.**

Signature

Name (print legibly)

Company

Date