



PRE-COMMISSIONING CHECKLIST

PRIOR TO A SMRT FIELD TECH ARRIVING TO COMMISSION (START-UP) THE SYSTEM, PLEASE FILL OUT THE FOLLOWING FORM, INSURING THAT EVERYTHING IS COMPLETED AND READY FOR A SMRT FIELD TECH'S ON-SITE ARRIVAL. THIS IS ALSO THE FORM TO REQUEST A COMMISSIONING ON-SITE DATE(S), AS WELL AS A VIRTUAL PRE-WIRE MEETING PRIOR TO THE ON-SITE COMMISSIONING.

SITE DETAILS:

PROJECT NAME, CITY AND STATE: _____

ELECTRICAL CONTRACTOR: _____

ADDRESS: _____

E-MAIL: _____

PHONE: _____

SITE CONTACT, PHONE, EMAIL: _____

WHO IS REQUESTING COMMISSIONING?

NAME: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

E-MAIL: _____

PHONE: _____

COMMISSIONING PRE-REQUISITES:

HAVE LIGHTING LAYOUTS AND DATA SHEETS BEEN PROVIDED? YES NO

HAVE ALL LIGHT FIXTURES BEEN INSTALLED AND POWERED OR WILL THEY BE INSTALLED BEFORE TECH ARRIVAL? YES NO

HAVE ALL SMRT DEVICES SUCH AS POWER PACKS, DIM PACKS, SENSORS, WALL SWITCHES, EMERGENCY SHUNTS, PLUG LOADS ETC BEEN INSTALLED AND WIRING IS COMPLETED? YES NO WILL THEY BE INSTALLED BEFORE TECH ARRIVAL? YES NO

HAS ANYONE ATTEMPTED TO COMMISSION ANY OF THE SYSTEM? YES NO WHAT ROOMS HAVE BEEN COMMISSIONED? _____

WHAT IS YOUR PREFERRED COMMISSIONING DATE(S)? _____ OR _____ WHEN DOES THE SITE NEED TO BE COMPLETED BY? _____

** A PREVISIT CALL IS REQUIRED BEFORE THE SITE VISIT. THE CALL WILL BE SCHEDULED 2 WEEKS PRIOR TO THE SITE VISIT. YOUR COMMISSIONING CONFIRMATION DATE WILL INCLUDE THE ON-SITE ARRIVAL DATE, AS WELL AS THE PREVISIT CALL DATE.

DO YOU WANT YOUR VIRTUAL PRE VISIT CALL VIA ZOOM OR VIA TEAMS? YES

EMAIL ADDRESSES TO INVITE TO VIRTUAL PRE-WIRE MEETING: _____

PERSONAL PROTECTION EQUIPMENT REQUIRED ON SITE/ OTHER INFO:

HARD HAT?

SAFETY BOOTS?

EAR PROTECTION?

EYE PROTECTION?

HIGH VISIBILITY VEST OR JACKET?

GLOVES?

FACE MASK?

IS THERE ON-SITE PARKING AVAILABLE, INSTRUCTIONS? _____

OTHER: _____

SMRT CONTACT INFORMATION:

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