

The site visit request must be transmitted along with the panel schedules and site visit request form to schedule a site visit date. By providing a general overview of the site preparations you can reduce the risk for additional charges due to the site not being ready for factory commissioning. Any additional charges incurred at the time of commissioning due to the site not being ready, inaccurate or incomplete paperwork, or incomplete wiring will be the responsibility of the requesting party per our Lighting Services quote policy.

### Factory site visit requirements

Start-up appears as a line item on the Bill of Material. Please select the lighting system(s) to be commissioned and provide the applicable following documents.

Factory Start-up requires that this form and the documents in the table below are completed and transmitted to Cooper Lighting Solutions Controls Services team. The requested date of commissioning is contingent upon confirmation from Cooper Lighting Solutions Controls Services team and technician availability. Cooper Lighting Solutions Controls Services requires that a minimum of twenty (21) business days prior notice be provided.

Please ensure that a representative from the electrical contractor will be available during commissioning hours. Failure to do so may result in additional trips or work, and additional charges per the Cooper Lighting Solutions Controls Services standard team services rates.

If the site purchased WaveLinX CORE, the license request form ([available here](#)) will need to be completed at the time of commissioning.

	Site Re-Visit	Controls Narrative	Panel Schedule	Switch Worksheets	Building Automation	Building Network	Partitioning	DMX
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Greengate	<a href="#">click here</a>	<a href="#">click here</a>	<a href="#">click here</a>	<a href="#">click here</a>	<a href="#">click here</a>	<a href="#">click here</a>		<a href="#">click here</a>
<input type="checkbox"/> WaveLinX Wired	<a href="#">click here</a>	<a href="#">click here</a>	<a href="#">click here</a>	<a href="#">click here</a>	<a href="#">click here</a>	<a href="#">click here</a>	<a href="#">click here</a>	<a href="#">click here</a>
<input type="checkbox"/> WaveLinX PRO or CAT Hybrid	<a href="#">click here</a>	<a href="#">click here</a>	<a href="#">click here</a>		<a href="#">click here</a>	<a href="#">click here</a>	<a href="#">click here</a>	<a href="#">click here</a>
<input type="checkbox"/> WaveLinX LITE	<a href="#">click here</a>							<a href="#">click here</a>
<input type="checkbox"/> WaveLinX CAT	<a href="#">click here</a>	<b>DO NOT dispose of the RJ45 Terminators</b>						<a href="#">click here</a>
<input type="checkbox"/> WaveLinX CORE	<a href="#">click here</a>							<a href="#">click here</a>

\*If checked yes ensure the completed forms are e-mailed to the address listed at the bottom of this form.

Requested Commissioning Date: \_\_\_\_\_ (Requested date subject to confirmation of technician availability)

Job site working hours: \_\_\_\_\_

- Control system is completely installed according to installation instructions
- Controls Narrative not provided default programming requested (Standard Default Programming see page 3)
- Site personnel will be available for training (Usually the last day of lighting commissioning)
- Integrator will be available to test integration of components (If applicable)
- IT personnel is available to provide building network information (If applicable)

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**US:** Please e-mail the completed form to [LCServices@cooperlighting.com](mailto:LCServices@cooperlighting.com)

**Canada:** Please e-mail completed form to assigned CLS Lighting Controls - Project Manager

For any questions on the material above please contact Cooper Lighting Solutions at [Controltechsupport@cooperlighting.com](mailto:Controltechsupport@cooperlighting.com) or call **1-800-553-3879** for additional information.

## Site Visit policy

This job has been quoted with the understanding that the on-site work will be performed in a singular, continuous interval during normal business hours (weekdays, 7:00AM – 4:00PM). The System site visit time includes the technicians travel to and from site. Cooper Lighting Solutions reserves the right to charge a premium in addition to our standard site visit rate if work is performed outside of the hours of 7:00AM – 4:00PM Monday through Friday, or if the visit is scheduled on a Cooper Lighting Solutions Corporate Holiday.

**OVERTIME SITE VISITS:** When scheduling on-site work outside of our normal business hours an overtime rate will apply for each hour (up to 10 hours) of work.

## Cancellation and late notice policy

Cooper Lighting Solutions understands that job schedule changes can and will occur and will strive to accommodate changes in our customer's schedule. However, Cooper Lighting Solutions incurs additional travel related expenses whenever project commissioning is cancelled late, as defined in the cancellation policy below . Additional charges will apply in the event the customer does not comply with the cancellation policy.

**CANCELLATION AND RESCHEDULING POLICY:** For scheduled service projects, Cooper Lighting Solutions will require at least (5) business days advanced notice for cancellation or requested rescheduling of startup visit visits (e.g., if the startup visit visit is scheduled for Friday, then cancellation or requested reschedule must be received by Cooper Lighting Solutions no later than the prior Friday). If cancellation notice or rescheduling notice is received less than 5 business days from the scheduled on-site date, additional charges will apply, and Cooper Lighting Solutions will require a revised or new P.O. to complete the commissioning at a later date. Once the cancellation request is received by the Cooper Lighting Solutions team a confirmation email will be sent to the requestor with a re-schedule form for completion.

Note: Site Visit cannot be re-scheduled until a revised or new P.O. is received by Cooper Lighting Solutions.

**LATE SCHEDULE NOTICE POLICY:** Cooper Lighting Solutions understands that some jobs may require an expedited start-up time frame. For start-up on projects that require start-up notice less than the standard twenty-one (21) business day lead time, the customer may request expedited service for a fast-track fee. Cooper Lighting Solutions will attempt to accommodate an expedited service request, but it remains strictly subject to availability and may not be possible based on current service demand. Payment of the expedited service fee will be required prior to scheduling the on-site start up.

## Additional disclaimer

In signing this site visit document the agent and the electrical contractor agree that the site is at least 85% complete per Cooper Lighting Solutions installation instructions. "Complete" means the installing party has read all documentation, followed all specification, installation, and pre-commissioning instructions, and has followed standard procedures to ensure the system is operating per the manufacturer's documentation. Failure to do so may result in additional trips and additional charges per the Cooper Lighting Solutions Controls Services team standard services rates.

Cooper reserves the right to remove the tech from site until purposeful commissioning can be done. Alternatively, for an additional charge, Cooper Lighting Solutions can make arrangements to have the technician remain on-site to assist with certain troubleshooting and pre-commissioning activities. If this option is chosen additional charges/time used against original start-up quote for service beyond contract price will be the responsibility of the requesting party per the Lighting Services quote policy.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Standard default programming

**Relays and dimming devices:** These will correlate with the area names if provided upon arrival.

**Keypads:** Each button will be programmed to correlate with the area of lights it's controlling in the space.

**Keypads/Touchscreens:** 100%, 75%, 50%, 25%, Off light level scenes will be programmed to trigger the area of light being controlled in the space.

**Motion sensors:** Each motion sensor will be programmed to correlate with the area of lights it's controlling in the space.

**Time Schedules:** No time schedules will be implemented.

**Photocells:** Each photocell will be programmed to correlate with the area of lights it's controlling in the space. Exterior photocells will be programmed to turn all exterior lights on at dusk and off at dawn.

**Commissioning Technician:** It is the technician's discretion on how the lighting system gets configured if a controls narrative was not provided in the request for site visit.

If ALL PAPERWORK is submitted CORRECTLY five business days before the site visit, the paperwork will take the place of the default programming procedure.

Any additional time required due to the below may result in a return visit and additional charges (standard scheduling procedures apply including a P.O. and up to 21 days to return).

- System not being completely installed prior to the arrival of the technician.
- Programming requirements outside the scope of this documents.
- Lack of panel schedules detailing location of landed control channels.
- Local code requirements not being defined in writing.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Disclaimer:** *The failure of any/all persons involved with the maintenance and operation of the system being present for the entirety of training and instruction during factory start-up resulting in a return visit being necessary will be considered a billable visit and additional charges will apply. It is the responsibility of the requesting party to make sure those persons requiring training are available at the appropriate time during factory start-up and not the Cooper Field Technician.*

Contractor Contact Information	
Contractor Name	
Company Name	
Phone Number	
E-mail Address	

Site Information	
Job Name	
Job Address	
City / State / Zip	
Cooper Lighting PO Number	
Site Contact Name	
Site Contact Phone Number	
Site Contact E-mail Address	
List any Personal Protection Equipment requirements	
Will our Tech be required to attend a safety training or site orientation?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Will our Tech be required to complete a background check?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Will our Tech be required to complete a drug screening?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
IT Contact Name	
IT Contact Phone Number	
IT Contact E-mail Address	
Integrator Name	
Integrator Phone Number	
Integrator E-mail Address	

Agent Contact Information	
Agent	
Agent Contact	
Agent Phone Number	

Please email the completed form to Cooper Lighting Solutions Controls Services team at to [LCServices@cooperlighting.com](mailto:LCServices@cooperlighting.com) a confirmation will be sent within 1-2 business days of receipt of forms.