



Site Information

Job Name	
Job Address	
Available site hours*	
List any Personal Protection Equipment requirements for the site	
Will our tech be required to attend a site safety training or site orientation? If yes, indicate time (in hours)	YES NO HOURS
Cooper Lighting Solutions Fixture & Controls PO#	

*Electrical Contractor must be present during available site hours.

Stakeholder Information

Electrical Contractor (Name, Phone and E-mail)	
Distributor (Name, Phone and E-mail)	
Agent (Name, Phone and E-mail)	
Site Contact (if other than the EC)	
(SOO) Project Engineer (Name, Phone and Email)	

Factory Start-up Requirements

Start-up appears as a line item on the Bill of Material. If noted below the lighting control system for this project will be completely field-tested by a factory-based service person within the time as allotted.

Factory start-up requires that this form and the documents per 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 pending technician availability.

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

Cooper Lighting Solutions Controls Services requires that a minimum of 15 business days' notice be provided.

	Pre Start-up Checklist Complete	Panel Schedule Completed	Switch Worksheets Completed
WaveLinx Wired			

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

If training is included on the project please ensure one of the following is available during the commissioning.

__ Lighting Designer, architect or other personnel will be available for scene level direction.

__ Site personnel will be available for training on the above requested date.

__ Integrator is available to test integration of components if an SI-2 system integrator has been purchased. Please provide integrator information: _____

If you require any assistance or have a question relating to our Controls Products, please try the following:

- 1) Call Technical Support @ 1-800-553-3879
- 2) Email Technical Support at ControlTechSupport@cooperlighting.com
- 3) Check our Lighting Systems and Solutions discussion boards at <https://etss.vanillacommunity.com>

Please complete the items below and email to Cooper Lighting Solutions Controls Services team - LCServices@cooperlighting.com

The pre-startup checklist must be transmitted with the panel schedules and startup request form in order to schedule a startup date. By providing a general overview of site preparedness in preparation for the field visit the risk of additional charges due to site readiness issues will be minimized. Should the site not be ready at time of commissioning, paperwork be inaccurate or incomplete or wiring incomplete additional charges for service beyond contract price will be the responsibility of the requesting party per the Lighting Services quote policy.

Installation and Wiring - Items must be completed prior to commissioning commencing

The equipment has been mounted in accordance with the installation instructions.

All loads and power supplies have been tested prior to them being terminated at the equipment.

All cables (Beldin 1502 or equivalent) have been pulled and terminated between all devices on the network. A record of the exact route has been recorded and attached to the request for commissioning form.

- If not, please complete switch station worksheet and send with this form to prevent any delays in the processing of the startup scheduling. Worksheet can be found [here](#).

The dimming panel form has been provided as a record of which load circuits and type of loads are connected to each physical channels of the WaveLinx Wired source controller.

- If not, please complete dimming panel schedule worksheet and send with this form to prevent any delays in the processing of the startup scheduling. Worksheet can be found [here](#).

All circuits have the final loads connected and tested.

All source controllers have been powered up and the installer responsible for the termination of the supply and load circuits have properly torqued the terminals.

BMS PRO

BMS Pro mounted on wall in a location convenient for connection to the BMS system and Cooper Lighting Solutions Control system per the provided installation instructions.

BMS Pro has 24VDC supplied to it (power supply not included, see [instructions](#) for installation detail).

BMS Pro worksheets have been completed and sent to Cooper Lighting Solutions Controls Services team.

- If not, please complete BMS Pro worksheets and send with this form to prevent any delays in the processing of the startup scheduling. Worksheet can be found [here](#).

All wiring connections are terminated from BMS Pro and EG2 (see [instructions](#) for additional detail).

- Communication will be verified when Cooper Lighting Solutions is onsite, however BMS integrator is recommended to be onsite during start-up for third party testing.

Source Controller Supply and Load Terminations

The termination of load and supply cables to WaveLinx Wired equipment is the responsibility of the installing contractor. The installing contractor is responsible for the quality of all power terminations. These will be visually inspected by Cooper Lighting Solutions Controls Services team during the commissioning process.

Source Controller Load Circuit Testing

Testing of load circuits and the loads themselves is the responsibility of others. The testing of circuits for Earth Loop Impedance, Insulation resistance, short circuit etc should all be carried out by qualified testers (not Cooper Lighting Solutions) prior to connection to the WaveLinx Wired Source Controller.

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

For All Systems:

Please review the following items:

- Pre-startup checklist. This confirms that the project is ready for startup.
- All electrical services and other hardware pertaining to the lighting project should be completely installed at the time of the startup. A complete installation means that all loads have been tested for continuity and freedom of short circuits, and that all control wiring is connected and terminated. We will need access to all controlled areas of the building and the assistance of a project electrician to check out the system.
- Please insure that all persons involved with the maintenance and operation of the system can be present for training and instruction.
 - 1 hour - hardware demonstration and familiarization.
 - 1-2 hours – software demonstration and familiarization.
- Relay and Dimming Panel Forms. Please complete the appropriate system worksheet per panel, with the desired programming for each panel.
Link to [Greengate Relay Panel Form](#)
Link to [WaveLinx Wired Dimming Panel Form](#)

For WaveLinx Wired Systems:

- If the system includes a **SI-2-NA** for A/V integration, the integrator should be present at the time of commissioning to ensure connectivity at the time of commissioning.
- If the system includes a SI-2-NA-CP for partitioning, please provide a layout of the room/s to be partitioned and how the areas are to be configured (see example for clarification). Include what devices are controlling each area i.e. occupancy sensor, photocell, TSC, etc.
- If the system includes a **Control Interface Module (CIM)** for BMS integration, please complete the [BMS Integration Form](#). The desired communications parameters/settings are on the second page of this worksheet and should be provided by the BMS integrator.

Startup will not be scheduled until this information is received.

Default programming is available for projects with the following WaveLinx Wired or Greengate panels and devices.	Default programming is NOT available for the following WaveLinx Wired or Greengate panels and devices.
WaveLinx Wired, CKT, CKM, CK2, CK4, LK, wall stations, OCC sensors and outdoor photo cells	CK4A, floor controller, partitioning, any and all BMS integration, or EG2*

*Appropriate documentation must be submitted for these devices prior to receiving a date for startup

Standard default programming

WaveLinx Wired and Greengate Relays and dimming cards: These will correlate with the area names if provided upon arrival.

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

WaveLinx Wired Wallstations/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.

If ALL PAPER WORK is submitted CORRECTLY five business days before the start-up, the paper work will take the place of the default programming procedure.

Any additional time required due to:

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

May result in a return visit and additional charges (standard scheduling procedures apply including a return PO and up 21 days to return).

Signature: _____

Date: _____