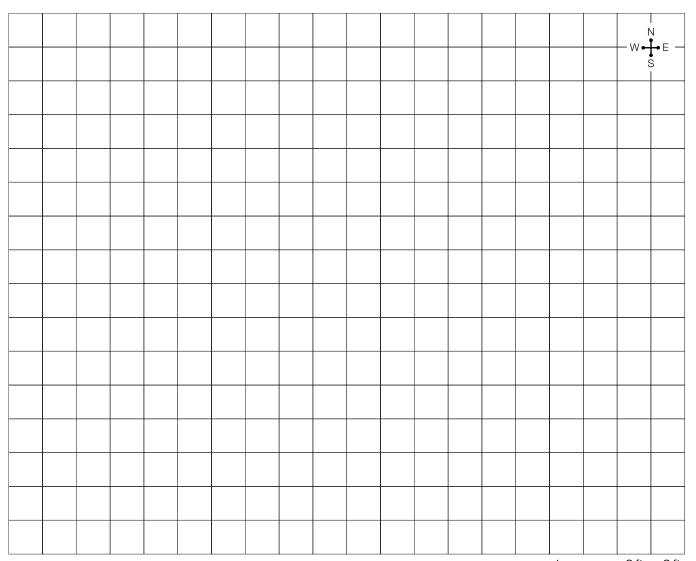
## IPP Commercial Fixture Solutions Lighting Layout Form (One form per room)

Project Name/Description	1:	R	oom:		
Step 1 Room fund	tion (check all that apply)				
<ul><li>□ Video conferencing</li><li>□ Conference room</li><li>□ Training/classroom</li><li>□ Gymnasium</li></ul>	<ul><li>☐ General office</li><li>☐ Telepresence</li><li>☐ Auditorium</li><li>☐ Distance learning</li></ul>				
Step 2 Room dime	ensions				
	Ceiling height(s) Partitions*				
Step 3 Existing light	nting				
☐ Fixture 1*:	Quantity: Size:	tage:	Fixture 3*: Quantity: Size: # of Lamps/Wattage:		
Step 4 New lightin	g preferences (if applicable	e)			
Fixture 1*:	Size:# of Lamps/Wat # of Lamps/Wat Target light level	tage: : ture # (Step 3):	Fixture 3*:		
Step 5 Ceiling deta	ails (check all that apply)				
Sheetrock (gypsum): ☐ Ne T-bar: ☐ New or ☐ Exis	_	prinkler/fire detectors* peakers*	<ul><li>☐ HVAC vents*</li><li>☐ Microphone*</li></ul>		
Step 6 Wall inform	ation				
Wall material: Wall color/finish: Wall decor (i.e. art)*:		Number of window	Number of doors*:  Number of windows*:  Number of wall decor items*:		
Step 7 Furniture (c	heck all that apply)				
☐ Table* ☐ Sea	ating* $\square$ Podium	/lectern* □	Other:		
Step 8 Equipment	types (check all that apply)				
<ul><li>□ Projector screen – front*</li><li>□ Projector screen – rear*</li></ul>	Display monitor ty □ LCD □ Plasr	· •	Projector* White board*		
Step 9 Controls					
List existing controls*:		List new controls t	o be installed*:		
	ighting requirements on required (i.e. energy saving	gs):			



## **Room Design Form**



1 square = 2 ft. x 2 ft.

## Instructions

- 1. Outline the size and shape of your room on the grid.
- 2. Include the location of starred items from previous page (i.e. doors, windows).
- 3. Project documents in Viseo, CAD, PDF and Excel files are acceptable for submission with this form. Please make sure all starred items are outlined on submitted file.

## Contact info

Name:	Phone:	Email:	
Job name:	Job Loca	ation:	
IPP Account name and number:			
Lutron primary contact:			

Please scan and email this form along with any other project documents to fixtures@lutron.com or fax to 610.282.7600



