

LIGHTING CONTROL

Pre-Start Up Checklist

TIME SENSITIVE DOCUMENT – NEEDS TO BE RETURNED

Date: _____	Electrical Contractor: _____
Job Name: _____	Contact Name: _____
GO #: _____	Contact Phone #: _____

Please insure that the items listed below have been completed.
Initial each item and **return this form at least 21 days prior to the requested factory start-up date.**

Notes (attach additional pages if necessary)

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Line Voltage terminated to control transformers _____ 2. Line/Load Voltage terminated to Relays _____ 3. Have the control devices been terminated to the programmable inputs and ready to be tested. (Switches, Photocells, BAS)? _____ 4. Specified Data cable properly installed, terminated and tested. _____ 5. Has the updated Panel Schedules, or As-Built information been completed, and faxed to ILC. _____ 6. Have the time schedules, or BAS information been determined for this project. _____ 7. Has this start-up been coordinated with the appropriate Parties to be present for training during scheduled system Start-up. (Contractor, Maintenance Staff, Building Owner) _____ 8. Requested Date and time for start-up, and training: _____
(2-3 weeks required for travel arrangements.) _____ | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|---|---|

Please note that ILC will not be responsible for the following costs if the above items are not completed prior to the arrival of our factory technician:

- Additional time required on the job site.
- A second trip to the job site.

System start-ups require authorization from the Electrical Distributor prior to start-up scheduling.
Please read and sign below and send or Fax a copy to Bev Blodgett at the address below.

I understand that the items listed above, if not completed when the ILC technician arrives on the jobsite will require an additional cost at the Contractors expense as follows:

- Additional time to keep the ILC technician on the job site, ILC's current rate is \$85.00/hour plus additional expenses incurred for the extra time. (i.e.: hotel, car, meals, airline changes and associated expenses.)
- A second trip to the job site at \$1600.00 plus \$700.00 per day.

Should these terms not be agreeable the technician will leave the jobsite and the Contractor or Distributor will be charged the full cost of this scheduled visit, and another visit will need to be rescheduled with ILC at the Contractors expense once all the above items have been completed.

Print Name _____ Company Name: _____

Signature: _____ Date: _____

Title: _____ Ph.#: _____ Cell # _____



INTELLIGENT LIGHTING CONTROLS, INC.

5229 Edina Industrial Boulevard
 Minneapolis, Minnesota 55439
 Phone 952 829 1900
 FAX 952 829 1901
 www.ilc-usa.com

LIGHTING CONTROL

Training Schedule Information

Project: _____

ILC GO#: _____

NOTE: This project includes a factory start-up and training by an ILC Technician. Please complete each section of this sheet. This will help our technician find the job site easily.

Scheduled Training Date: _____

Site Address: _____

Time of Training: _____

People Scheduled for Training:

Name(s)

Our factory-trained technicians are experts about our lighting controller products but may not know how to find your job site. Please suggest a few hotels near the job site, as well as provide us with directions to the site from the airport, a major highway, or landmark.

Hotels in Area:

Name, Street Address, Phone

Directions to Site:



INTELLIGENT LIGHTING CONTROLS, INC.

5229 Edina Industrial Boulevard
Minneapolis, Minnesota 55439
Phone 952 829 1900
FAX 952 829 1901
www.ilc-usa.com