

Project Name*:

Installer Contact Name*:

Cell: _____ Email: _____

Remote Access/Customer IT Contact Name:

Cell: _____ Email: _____

Job Site Address*:

General Contractor Contact Name:

Cell: _____ Email: _____

**Required Fields: Failure to fill in all required information will not be accepted and will be returned back*

IMPORTANT: All product installation and termination will be performed by the installing contractor using an approved Encelium submittal package

To ensure a proper installation and successful startup, please speak with your Encelium representative for more information

Visit help.encelium.com to further your knowledge of best installation practices, typical risers, installation testing tool instruction, and other definitions used in this document

Site Readiness

Installation

Installation Status of Fixtures and Encelium Devices*: _____ % (approximate)

System Type*(Select which system applies): Wired Wireless Hybrid (i.e. Wired System with Wireless Site Lighting)

For Wired Systems Only*:

- SSU, ECU(s), and Network Switch are interconnected using CAT 5/CAT 6 and powered on
- Greenbus Cables Terminated and Daisy Chained from ECU to last device in Channel per submittal drawing
- CAT 5/CAT 6 terminations have been tested and verified for communication
- All Channel End Nodes have been tested using the wired testing tool and/or installation mode

For Wireless Systems Only*:

- SSU, Wireless Managers(s), and Network Switch are interconnected using CAT 5/CAT 6 and powered on
- CAT 5/CAT 6 terminations have been tested and verified for communication
- All Nodes have been tested using the wireless testing tool

Network

SSU Type* (select one option only)

- (1) SSU is new and will be installed by contractor

If SSU Is new:

- a) SSU will be standalone (SSU is connected to Encelium Network Switch and is being used with no connection to building network) Default Ip addresses will be used
 - b) SSU will be networked (SSU is connected to Building Network via Encelium or customer managed Switch) Please retrieve IP addresses from site IT on Pg 3
- (2) SSU is existing and installed through a previous phase - Please retrieve IP addresses from site IT on Pg 3

Remote Access* (select only one option)

- Access requested by Electrician (please enter contact at top of form) No Access Allowed Existing Access Confirmed (via VPN, Logmein, etc)

Additional Readiness Comments:

Site Access and Equipment

On-Site Hours* : _____ AM / PM to _____ AM / PM

Specified Days (if required):

Personnel and equipment available to the technician (Check what applies)

- Qualified Electrician* Extension ladder Lift Equipment w/Qualified Operator

Safety Equipment/protocol required by the technician (Check what applies)

- Glasses Hard Hat Steel Toe Boots Face Mask
- Gloves Drug/Alcohol testing Background check

Additional Site Access and Equipment Comments:

Site Verification

3rd Party Verification (by others)*

- Title 24/other BACnet testing AV testing None

Training Acknowledgment*

- Owner/Facility Manager Training will be performed on last startup trip (Approx. 2 hour duration) - Itinerary can be found at help.encelium.com * Training will be coordinated by Electrician Return trips for unscheduled training is subject to additional travel costs *

Minimum two weeks advanced notice is required to schedule startup services

IMPORTANT: BY SIGNING THIS FORM, YOU ARE CERTIFYING THAT THE ENCELIUM LMS WILL BE INSTALLED ACCORDING TO SPECIFICATIONS AND TESTED PRIOR TO THE REQUESTED START-UP DATE AND THAT ALL INFORMATION PROVIDED IS ACCURATE. YOU ALSO ACKNOWLEDGE THAT ENCELIUM IS RELYING ON YOUR REPRESENTATIONS TO SCHEDULE PERSONNEL AND COMMIT RESOURCES (INCLUDING TRAVEL COSTS AND EXPENSES), AND THAT YOU MAY / WILL BE LIABLE FOR ANY ADDITIONAL COSTS INCURRED BY ENCELIUM (STARTING AT \$3000 FOR ONE DAY AND AN ADDITIONAL \$1500 PER DAY FOR TRAVEL) AS A RESULT OF AN INCOMPLETE, UNTESTED, OR FAULTY INSTALLATION.

IN THE EVENT YOU CANCEL YOUR CONFIRMED DATE WITHOUT REASONABLE NOTICE, YOU MAY BE CHARGED TO RESCHEDULE RESOURCES
LESS THAN 3 BUSINESS DAYS: \$500; 4-7 BUSINESS DAYS: \$250 OR EQUAL TO EXPENSES INCURRED

Requested Start Up Date*:

Requestor*:

Signature*:

Sequence of Operations

The Encelium Light Management System has several programmable features to maximize the energy saving benefits of the six strategies, while matching the system's performance to the occupants' needs. This document lists the default values for the most common parameters. Advance functions must be specified on a document, or a drawing notation attached.

If no modifications are made or specified, the system will be programmed with the default values listed below.

This form or any references must be submitted prior to site visit.

Task Tuning (for dimming fixtures):

Max allowable light level:	100%	(Note that the user scale is still 0-100%)
Default level (i.e. "scene"):	90%	("automatic scene for that time of day")

Occupancy Sensor Control:

Automatic On/Automatic Off:	Yes	
Time-Out Setting:	6 Minutes -	Wireless: Minimum Timeout (5 Min Hardware/1 Min Software)
	11 Minutes -	Wired: Minimum Timeout (10 Min Hardware/1 Min Software)

Smart Time Scheduling:

Weekday ON/OFF:	8 a.m. / 6 p.m.
Weekend ON/OFF:	None
Extension Time:	2 hours
Flick-warn:	3 minutes

Daylight Harvesting:

Strategy:	Only designated daylight fixtures or daylight zones through provided drawings will continually adjust between 40% and a maximum level predetermined by the natural daylight available within the space
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Manual Control of Scenes (use of Scene Controller)

Scene 1:	90% all lights in room (Up to permitted Task Tuned Level)
Scene 2:	Dim to 60%, all lights in room
Scene 3:	Dim to 30%, all lights in room

Manual Control of Zones (use of Zone Controller)

Zone 1:	Closest logical grouping to switch; 30 min extension
Zone 2:	Next closest group to switch; 30 min extension
Zone 3:	Furthest logical grouping from switch; 30 min extension

Touchscreen SOO:

Default can be found on help.encelium.com
(Search: Touchscreen Sequence of Operations)

Approval*

- The system should be programmed with the above default settings
- The system should be programmed with the above default setting EXCEPT with the changes noted in the attached supplemental pages or otherwise noted/instructed above.

Approved By: _____
(print name)

Signature: _____

IP Datasheet

If you have selected option 1b or 2 from Page 1, please retrieve IP information from the site's IT department prior to technician arrival. In addition, if you have noted 3rd Party Site verification, please note any required documentation in 'other information' below

Network Information

Example:	SSU	IP Address:	10.0.17.3	Subnet:	255.255.255.0	Gateway:	10.0.17.1
	ECU/WM	IP Address:	10.0.17.4	Subnet:	255.255.255.0	Gateway:	10.0.17.1
	Touchscreen Processor	IP Address:	10.0.17.5	Subnet:	255.255.255.0	Gateway:	10.0.17.1
	Touchscreen #1	IP Address:	10.0.17.6	Subnet:	255.255.255.0	Gateway:	10.0.17.1
Device Name 1:		IP Address:		Subnet:		Gateway:	
Device Name 2:		IP Address:		Subnet:		Gateway:	
Device Name 3:		IP Address:		Subnet:		Gateway:	
Device Name 4:		IP Address:		Subnet:		Gateway:	
Device Name 5:		IP Address:		Subnet:		Gateway:	
Device Name 6:		IP Address:		Subnet:		Gateway:	
Device Name 7:		IP Address:		Subnet:		Gateway:	
Device Name 8:		IP Address:		Subnet:		Gateway:	
Device Name 9:		IP Address:		Subnet:		Gateway:	
Device Name 9:		IP Address:		Subnet:		Gateway:	
Device Name 10:		IP Address:		Subnet:		Gateway:	
Device Name 11:		IP Address:		Subnet:		Gateway:	
Device Name 12:		IP Address:		Subnet:		Gateway:	
Device Name 13:		IP Address:		Subnet:		Gateway:	
Device Name 14:		IP Address:		Subnet:		Gateway:	
Device Name 15:		IP Address:		Subnet:		Gateway:	
Device Name 16:		IP Address:		Subnet:		Gateway:	
Device Name 17:		IP Address:		Subnet:		Gateway:	

Additional Network Devices can be attached separately.

Interfaces

BACnet IP:		AV IP:	
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Other Information