

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)	

WaveLinX Lite

Have all lighting and control components been installed and powered up? **YES NO**

If yes, please provide requested startup date _____

If no, please provide estimated installation completion date _____

Default Sequence Of Operations (SOO) will be applied, per attached Default Options for SOO document.

Please notify your Project Manager if custom SOO is being requested.

Note: If custom SOO is requested Cooper Lighting Solutions cannot guarantee code compliance for your location.

Drawings – Please provide the site’s layout to the project manager.

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>

Default Sequence of Operations (SOO) Programming

Wall Stations: Each button will be programmed to correlate with the area of lights it's controlling in the space. No lighting zones/groups will be implemented. The light level scenes will be Scene 1-100%, Scene 2-75%, Scene 3-50%, Scene 4-25%, Scene 5-10%.

Motion sensors: Each motion sensor will be programmed to operate in occupancy mode with a 20 minute timeout which includes a 10 minute hold time and correlate with the area of lights it's controlling in the space. No lighting zone/group will be implemented.

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.
- 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 to 21 days to return).

Signature: _____

Date: _____

Disclaimer: *The failure of the 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.*

Startup policy

Factory Start Up Cost is NOT TYPICALLY INCLUDED for WaveLinx Lite Commercial.

If this job has been quoted with the understanding that the onsite work will be performed, it will be performed on straight time during normal business hours (weekdays, 7:00AM – 4:00PM). Should the job require a start outside of normal business hours a premium will be required per overtime rates for Cooper Lighting Solutions Controls Services. Cooper Lighting Solutions reserves the right to charge a premium in addition to our standard startup rate if outside of the hours of 7:00AM - 4:00PM Monday through Friday, or if the visit is scheduled on an Cooper Lighting Solutions Corporate Holiday.

OVERTIME SITE VISITS: To facilitate job schedules that may require onsite technicians to begin work outside of 7:00AM-4:00PM Monday-Friday an overtime rate will apply. When scheduling on-site work outside of this window an overtime rate will apply for each day (up to 10 hours) of work in lieu of the standard \$1,850 rate per day.

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 a project commissioning is canceled at the last minute. As such a revised or additional P.O. will be required for a late cancellation or late notice for scheduling of a job.

CANCELLATION POLICY: For scheduled and confirmed service projects, Cooper Lighting Solutions will require 5 business days advance notice for cancellation of startup visits. If cancellation notice is received less than 5 business days from the scheduled onsite date, 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: Startup 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 timeframe. For startup on projects that require start-up with notice less than the standard 15 business day lead time, the customer can elect for a fast track fee to meet their project timeline requirements. This is strictly subject to availability and may not be possible based on current service demand, however Cooper Lighting Solutions will make every effort to accommodate these requests. Should both parties agree that the timeframe can be met, an expedite scheduling fee will be required prior to scheduling the on-site start-up.

For any quotes for an overtime onsite visit, cancellation rate, or late schedule notice please contact Cooper Lighting Solutions at LCServices@cooperlighting.com or call 1-800-553-3879 for additional information.