



Requesting Contact Name:	
Requesting Company Name:	
Requesting Phone Number:	
Requesting E-mail Address:	

Site Contact Name:	
Site Contact Phone Number:	
Site Contact E-mail Address:	
Site Address:	

Electrical Contractor Name:	
Electrical Contractor Phone Number:	
Electrical Contractor Email:	

Please ensure that a representative from the electrical contractor AND site will be available during commissioning hours.

Please ensure the area(s) requested for startup will be EMPTY OF ALL PERSONNEL, with the ability to block off the area from access until startup is completed.

Failure to do so may result in additional trips and additional charges per the Cooper Lighting Solutions Controls Services team services rates.

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

Factory Startup Requirements

Cooper Solutions Controls Services Team needs the below to be checked and verified as complete, any exceptions MUST be noted and accepted by the Cooper Solutions Team, prior to scheduling the visit.

Requested Startup Date _____ **Alternate Startup Date** _____

Startup Date(s) are subject to technician availability.

	Yes	No	If no, what is the exception requested?
Proper incoming power to GUV Control Panel(s)			
GUV Lighting contractor wiring has been removed from each Panel and is safed-off			
Proper wiring to installed GUV User Station (1 per GUV Control Panel)			
As-built schedule, per Panel, of relay wiring available for technician			
Proper wiring to each GUV Clearance Pushbutton (only 1 per relay)			
Proper series wiring to Contact Closures (if applicable)			

Use this additional space to describe any exceptions or additional information:

Factory Startup Requirements

Cooper Solutions Controls Services Team needs the below to be checked and verified as complete, any exceptions MUST be noted and accepted by the Cooper Solutions Team, prior to scheduling the visit.

	Yes	No	If no, what is the exception requested?
Proper jumper placement per relay (ready for verification)			
All spaces required for startup will be empty			
All spaces required for startup will have controlled access			
The Electrical Contractor AND Site Contact will be available the entire verification and startup process			
The site is ready for startup and we have no further questions about installation, wiring, or anything else related to this GUV Control System			

Use this additional space to describe any exceptions or additional information:

WHAT TO EXPECT

Cooper Solutions Controls Services Certified Team member will check your installed GUV Control System to be fully operational by verifying every relay within every panel for proper functionality. The verification and start-up will encompass checking each contact closure, each pushbutton, each indicator, each led, and any design challenges/modifications to ensure the GUV Control System is not only fully operational but also to the satisfaction of UL code requirements.

This checklist and startup request form is used to help the site make sure any startup 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.

“Proper” in the context of this startup means the installing party read all documentation, followed all instructions, and has followed standard procedures to ensure the system is operating per the manufacturing scope, without question.

We will need the space to be vacant and access to be controllable throughout the verification and startup process.

The Site Contact will be trained on the operation of the system and the electrical contractor will need to be available for any issues identified. It is required for both parties to be present throughout the visit.

US: Please e-mail the completed form to LCServices@cooperlighting.com

Canada: Please e-mail completed form to assigned CLS Lighting Controls - Project Manager

For any questions on the material above please contact Cooper Lighting Solutions at Controltechsupport@cooperlighting.com or call **1-800-553-3879** for additional information.