

Please complete the items below and email to Cooper Lighting Solutions Controls Services team- LCServices@cooperlighting.com.

The pre-startup checklist must be transmitted with the panel schedules and startup request form in order to schedule a startup date. The checklists and general overview of site preparedness is essential to minimizing the risk of additional incurred costs due to site readiness issues.

The startup price covered in the initial order is based on the quantity of material in the initial BOM. Adding components to the BOM, incomplete installation, inaccurate or incomplete paperwork, and/or wiring deficiencies may result in additional charges to the requesting party per the Lighting Services policy.

Wallstations/Switches

If the system includes switches, please complete the [Switch Station Form](#) to record the desired programming for these switches. Please indicate which panel the switch is wired to, as well as the reference number of the switch, and which relays each button should control. If there are special programming requests such as after-hours timers or other special interactions not defined in the sequence of operations, please also indicate this.

Greengate Controllers

- Network cable (Belden 9841 or equivalent) connected to the network terminal + and - on all controllers.
 - Shield should not be connected at any point to earth ground. Please leave this shield floating.
- All loads landed and circuits identified for programming.
- All contact closures to panel wired with 18/3 conductor.
- All contact closures identified.
- All GDS switches are wired back to GDSI module in panel with Belden 1502, and GDSI module is powered with 24VDC from panel.
 - If not, please complete panel schedule worksheets and send with this form to prevent any delays in the processing of the startup scheduling. Worksheet can be found [here](#).
- All analog inputs wired.
- Analog locations identified for each wire set.
- Controller logic board powered and status light blinking. (If status light is not blinking please contact tech support at 1-800-553-3879 or Controltechsupport@cooperlighting.com)
- Programming decisions finalized for each controller (lighting zones) and wall switch override control.
- Panel schedules form completed and sent to Cooper Lighting Solutions Controls Services team with this completed form and startup request form. Includes GDSI inputs, contact closures, relays, and analog inputs.
 - If not, please complete panel schedule worksheets and send with this form to prevent any delays in the processing of the startup scheduling. Worksheet can be found [here](#).

Vision Touch Software – VT5

- A clean floor plan in PDF or JPG been provided (JPG. size 1300 x 650) in electronic format which depict the backgrounds you desire for this graphical screen interface.
- One plan per floor been provided as required for the SOFT VT SCREENS
- Floor plan include Room Numbers and corridors as required
- Zones you wish to control are indicated
- Identify if an EIM is associated with the VT5 Server: YES NO
- A static IP address must be provided for the VT5 Server
 - o IP address: _____
- Identify whether schedule will be run through the VT5 server or through keeper enterprise: VT5 Keeper Enterprise
 - o Provided schedules to Cooper Lighting SolutionsController logic board powered and status light blinking.(If status light is not blinking please contact tech support at 1-800-553-3879 or Controltechsupport@cooperlighting.com)

BMS PRO

- BMS Pro mounted on wall in a location convenient for connection to the BMS system and Cooper Lighting Solutions Control system per the provided installation instructions.
- BMS Pro has 24VDC supplied to it (power supply not included, see [instructions](#) for installation detail).
- BMS Pro worksheets have been completed and sent to **Cooper Lighting Solutions Controls Services**.
 - If not, please complete BMS Pro worksheets and send with this form to prevent any delays in the processing of the startup scheduling. Worksheet can be found [here](#).
- EIM installed near a panel or 120VAC outlet.
- All wiring connections are terminated from BMS Pro and EIM (see [instructions](#) for additional detail).
 - Communication will be verified when Cooper Lighting Solutions is onsite, however BMS integrator is recommended to be onsite during start-up for third party testing.

Computer and Ethernet Interface Module (EIM)

If the system includes an **Ethernet Interface Module (EIM)** for remote connection/diagnostics, please complete the **Remote Connection Form**. Please give this form to the Network Administrator, so that they may provide us with the necessary network information.

- PC is on site and operational.
 - Computer must be set up for ADMINISTRATOR privileges to install the software.
- PC has connection to the lighting control system.
 - Connection can be either directly through COM port connection to the nearest lighting panel or through an EIM.
- EIM worksheets have been completed.
 - If not, please send EIM information with this form to prevent any delays in the processing of the startup scheduling. Worksheet can be found [here](#).

Startup will not be scheduled until this information is received.