

Please complete the items below and email to Cooper Lighting Solutions Controls Services team- [LCServices@cooperlighting.com](mailto: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. By providing a general overview of site preparedness in preparation for the field visit the risk of additional charges due to site 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.**

### FACTORY START-UP REQUIREMENTS

Start-up appears as a line item on the Bill of Material. If noted below the lighting control system for this project will be completely field-tested by a factory-based service person within the time as allotted.

Factory Start-up requires that this form and the documents per the table below are completed and transmitted to Cooper Lighting Solutions Controls Services team. The requested date of commissioning is contingent upon confirmation from Cooper Lighting Solutions Controls Services team and pending technician availability.

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

	Pre Start-up Checklist Complete	Panel Schedule Completed	Switch Worksheets Completed
Greengate	[ ]	[ ]	[ ]

Requested Commissioning Date: \_\_\_\_ (Requested date subject to confirmation of technician availability)

If training is included on the project please ensure one of the following is available during the commissioning.

- Lighting Designer, architect or other personnel will be available for scene level direction.
- Site personnel will be available for training on the above requested date.
- Integrator is available to test integration of components if an SI-2 system integrator has been purchased. Please provide integrator information: \_\_\_\_\_

PO # associated with this order: \_\_\_\_\_

#### Cooper Lighting Solutions Sales Contact Information

Name:	
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Agent Contact Information	
Agent:	
Agent Contact:	
Agent Phone #:	

Site Information	
Job Name:	
Job Address:	
City/State/Zip:	
Job PO Number:	

Contractor Contact Information	
Contact Name:	
Company Name:	
Phone Number:	
E-mail Address:	
Site Contact Name:	
Site Contact Phone Number:	
Site Contact E-mail Address:	

Please email the completed form to Cooper Lighting Solutions Controls Services team at to [LCServices@cooperlighting.com](mailto:LCServices@cooperlighting.com) a confirmation will be sent within 1-2 business days of receipt of forms.