

To schedule service, complete this form and submit to your Acuity Brands agency or representative.

**Project Name:**

**Today's Date:**

**Service(s) Requested:**

**System Platform:**

**Secondary Platform:**

**Project Address:**

**City:**

**State:**

**Zip Code:**

**End User Trainee Name:**

**End User Phone #:**

**End User Email:**

**Note: General lead time is 12 business days upon review of this form and required system installation document(s). Please send form to your distributor or local agent.**

**Preferred Service Date:**

**Alternative Date:**

**\*\*\* Electrical Contractor must be On-Site during Service Visit.\*\*\***

Expedited service may incur additional charges. Cancellation of a scheduled startup requires a 48-hour (2 business days) notice. Last minute cancellations may be subject to additional charge.

Return visits are billable if system is deemed not ready for startup, and/or end user(s) are not available for user training.

**Special Requirements:**

**Hard Hat**

**Steel Toed Boots**

**Safety Vest**

**Background Check**

**Drug Screen**

Note: For background check & drug screening, please provide instructions and a copy of the contract documents showing requirements.

**Working outside of normal business hours?**

**Yes**

**No**

**If yes, what are the required hours?** (Additional charges may apply)

**Electrical Contractor Company Name:** \_\_\_\_\_

**Foreman/Installer:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Project Manager:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Other Remarks/Questions:**

## CONTROL SYSTEM STARTUP INFORMATION

Below are questions on Operation, Integration, and Independent Commissioning related to control system startup. This information must be provided to ensure a successful startup and turnover of the lighting controls system.

### SEQUENCE OF OPERATIONS

Is a detailed lighting control Sequence of Operations (SOO) available for this project?  Yes  No

Note: If a SOO is not available, the Acuity Brands default SOO will be utilized. Additional visits to make adjustments after initial programming are billable.

#### 1 SEQUENCE OF OPERATIONS CONTACT

Company:

Name:

Title:

Phone:

Email:

#### 2 DETAILED SEQUENCE OF OPERATIONS

Provide information describing exactly how the Acuity Brands lighting control system is intended to function per zone utilizing space below or via attached document.

### NETWORK / IT

Will lighting control devices be placed on LAN?  Yes  No

If devices **will** be placed on LAN, provide contact information for network administrator and Network Interface information for network connected devices. A template for one device is provided below. If more than one device is connecting to the LAN, please provide remaining Device Network Interface information as a supplement to this document.

#### 1 NETWORK ADMINISTRATOR CONTACT

Company:

Name:

Title:

Phone:

Email:

#### 2 LIGHTING CONTROL NETWORK INTERFACE INFORMATION

Device Name:

IP Address:

Network Mask:

Default Gateway:

DNS Server:

## BMS INTEGRATION

Are lighting controls to integrate with BMS (Building Management System)?  Yes  No

If devices are to integrate with BMS, provide contact information for system integrator and details of integration.

### 1 SYSTEM INTEGRATOR CONTACT

Company:  
Name:  
Title:  
Phone:  
Email:

### ACUITY SYSTEM INTEGRATION INFORMATION

nLight Naming Convention: [nLight BMS Integration File](#)  
nLight BACnet Object Guide: [BACnet Object Reference Guide](#)  
Eclipse PIC Statement: [PIC Statement](#)

### 2 NLIGHT BMS NAMING CONVENTION

Will lighting controls system utilize Acuity Brands recommended naming convention?  Yes  No  
(applicable for nLight systems)

If lighting controls system will NOT utilize Acuity Brands recommended naming convention, provide supplemental document clarifying preferred naming convention. This naming convention must be compatible with the naming requirements identified in the [Acuity Brands Labeling Best Practice](#).

### 3A BMS COMMUNICATION PROTOCOL

BACnet IP   
BACnet MSTP   
Contact Closure

### 3B IF BACNET PROVIDE THE FOLLOWING

BACnet Object ID Start:  
BACnet Object ID End:

### 3C IF CONTACT CLOSURE PROVIDE THE FOLLOWING

Maintain  Momentary   
Normally Open  Normally Closed   
Total Qty Inputs/Outputs:

### 4 OWNERSHIP OF SCHEDULING

Will Acuity Brands lighting control system keep master time and ownership of schedules?  Yes  No

### 5 DETAILED BMS SEQUENCE OF OPERATIONS

Provide information describing exactly how BMS will integrate with Acuity Brands lighting control system in the space provided below or via attached document.

## FIRE ALARM INTEGRATION

Are lighting controls to integrate with Fire Alarm system?  Yes  No

### 1 FIRE ALARM CONTACT

Company:  
Name:  
Title:  
Phone:  
Email:

### 2 IF CONTACT CLOSURE PROVIDE THE FOLLOWING

Maintain  Momentary   
Normally Open  Normally Closed   
Total Qty Inputs/Outputs:

### 3 DETAILED FIRE ALARM SEQUENCE OF OPERATIONS

Provide information describing exactly how Fire Alarm system is expected to interoperate with Acuity Brands lighting control system in the space provided below or via attached document.

### AUDIO / VIDEO INTEGRATION

Are lighting controls to integrate with Audio / Video system?  Yes  No

#### 1 AUDIO / VIDEO CONTACT

Company:  
Name:  
Title:  
Phone:  
Email:

#### 2B IF CONTACT CLOSURE PROVIDE THE FOLLOWING

Maintain  Momentary   
Normally Open  Normally Closed   
Total Qty Inputs/Outputs:

#### 2A INTEGRATION METHOD

RS-232   
RS-485   
Contact Closure

#### 2C IF SERIAL CONNECTION (RS-232 / RS485)

Baud Rate:

### 3 DETAILED AUDIO / VIDEO SEQUENCE OF OPERATIONS

Provide information describing exactly how Audio / Video System is expected to interoperate with Acuity Brands lighting control system in the space provided below or via attached document.

### 3RD PARTY COMMISSIONING AGENT

Will the Acuity Brands lighting control system undergo verification from a 3rd party commissioning agent?  Yes  No

#### 1 3RD PARTY COMMISSIONING AGENT CONTACT

Company:  
Name:  
Title:  
Phone:  
Email:

## SERVICE NOTES

**SCOPE** Acuity Brands Startup Service includes system programming to meet the submitted and approved Sequence of Operations (SOO), a system function test, and system operation and maintenance training. **NOTE:** If an approved SOO is not provided to Acuity Brands before Startup Service, the Field Service Engineer will use the Acuity Brands recommended Default Sequence of Operations.

**INSTALLATION & TESTING** The installing party is responsible for ensuring the system is fully installed, tested, and functional before Startup Service. Additional time required to complete the Startup Service due to troubleshooting installation error may be billed at current service rates.

**SCHEDULING** To schedule the Startup Service, the appropriate Installation Worksheet(s) must be completed and accompany the On-site Service Request Form. The Installation Worksheet contains information the Field Service Engineer needs to build and program the system properly. Completed On-site Service Request Forms may be submitted to your local Acuity Brands distributor or agency partner for submission and processing. Cancellations require 72-hour notice. General lead time is 12 business days. Please call 1-800-535-2465 and select the Field Service prompt with any questions.

**PC & SOFTWARE** If a permanent installation of SensorView is required, a host computer must be supplied and installed before Startup Service. The provided computer must meet minimum operating specifications as listed in the SensorView Installation Guide. Please refer to the SensorView Installation Guide for these requirements and details for installing required Windows components.

**TCP/IP NETWORKING** If backbone devices are to be connected to a customer provided LAN/WAN, IP addresses must be provided to Acuity Brands prior to Startup Service. The installing party is responsible for coordinating with any necessary parties (IT Professionals, Facility Managers, End-Users, etc.) to provide required network and computer access.

**END-USER TRAINING** Startup Service includes essential system operation and maintenance training. It is highly recommended the end-user of the system is available at the end of the scheduled startup visit to receive training. Separate visits to provide in-depth training are available as a separate service.

**SEQUENCE OF OPERATIONS** The Sequence of Operations (SOO) is the specification of how the control system is to operate. A SOO is necessary for the Field Service Engineer to understand the control needs of the users and program the system accordingly. If no SOO is provided, the Field Service Engineer will program the system based on the Acuity Brands recommended Default Sequence of Operations.

**NOTE** Failure to complete any of these steps may result in the postponement of the Startup Service or additional billable time.

Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_