



Note: Please attach all programming information along with correct panel load schedules with this completed installation worksheet. Email completed forms to controls@jrclight.com

Site Contact: _____

PAGE _____ OF _____

Project Name: _____ Today's Date: _____

To ensure your project is installed properly and started up on time, we need you to evaluate the following. If you have any questions please call 1-801-972-3970 and our controls department will be glad to assist you.

System Readiness Review:

- Feeder cable is terminated and enter through the top or bottom of rack(s).
- Dimmer rack(s) & panels have sufficient access to the front and left for door clearance.
- Dimmer rack(s) have ten inches of unobstructed clearance above the fans(s).
- Dimmer rack(s) are rigidly attached to the mounting surface.
- All air gaps in the dimmer rack(s) around feeders, load wiring, and between racks are sealed, making each dimmer rack selection an airtight enclosure. Does not apply to relay panels & control enclosures.
- All branch circuits originating from the dimmer(s) & panels are installed and terminated on both ends.
- All branch circuits are installed in back boxes as specified in drawings.
- Ensure that all back boxes are mounted and supplied with specified data cable tails at least three feet long.
- All phase dimmable loads have separate neutrals.
- All back boxes are mounted and supplied with specified data cable tails at least three feet long.
- Control cable is proper type as specified on JRC's installation drawings.
- All control runs are installed as specified on JRC's installation drawings.
- All control cable is labeled at BOTH ends.
- All appropriate personnel are scheduled and available for training.

Programming Information:

Programming information attached with this document? Yes No # of pages attached? _____

Correct panel load schedules attached with this document? Yes No # of pages attached? _____

Startup includes training for owner/operator personnel on the actual operation of the system. Please ensure the availability of those desiring to be trained on the agreed upon date.

JRC ETC-Select STARTUP Terms & Conditions

STARTUP consists of:

- One on-site visit of a predetermined maximum number of consecutive days by a certified JRC technician during normal business hours.
- Visit must be scheduled a minimum of two weeks in advance (Accompanying checklists and testing documentation is required prior to scheduling startup visit).
- Completed ETC startup documents are required prior to scheduling startup visit. Worksheet must be completed by electrical contractor.
- Accuracy of worksheet will be verified by startup technician, who will not be held responsible for time spent troubleshooting installation errors by electrical contractor. JRC reserves the right to back charge the contractor at the current rate per day plus expenses for additional days spent on site troubleshooting installation errors (including, but not limited to mis-wired, or shorted terminations). If a second site visit is required, full initial daily cost will apply.
- JRC does not provide PC's for the end user unless specifically noted in the BOM. (Note: PC's are not required on most systems and will only operate with very specific systems generally covered in the lighting control specification) If the ETC system installed on the particular project requires a PC and it is provided by someone other than JRC, all liability for that PC and its operation will be the responsibility of the party that provided it.
- If static IP addresses are required for remote access and networking, they must be provided to prior to arrival on site.
- Failure to complete any of these steps may result in postponement of site visit, or additional startup days to be billed. If a second site visit is required, full initial daily cost will apply.
- Visit includes a complete system function test as well as basic system operation and maintenance instruction.
- Depending on network design, customer requests, and time limitations, tasks performed by startup Technician may include the following:
 - Verify accuracy of the ETC startup checklist
 - Verify discovery of all network devices
 - Set-up user schedules
 - Edit default operation
 - Perform any necessary firmware updates
 - Perform system backup
 - Training of facility management personnel on basic operation. (Additional training time or follow up training visits can be purchased separately). Prior to arrival, a list of all attendees for training must be provided to startup Technician.
- Refunds for unused days not given if startup tasks requires less than maximum number of days quoted.

TRAINING consists of (unless otherwise defined by the specifier):

- One half (1/2) day of follow up instruction by a certified JRC technician during normal business hours.
- Visits must be scheduled two weeks in advance
- Prior to arrival, a list all attendees for training must be provided to startup Technician.