



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

- All panels are completely installed with power to the control transformer and easily accessible.
- All low voltage 2 wire bus cables are terminated at panels and switches.
- All connections have been tested using a continuity tester and any shorted connections have been cleared.
- All devices and their location in the project are documented.
- If applicable--All indoor photocells have been installed in the recommended location determined (Locations established during preconstruction meeting with a JRC Controls specialist).
- If applicable—Exterior photocell is installed outside facing NORTH.
- If applicable— All indoor occupancy sensors are wired back to the appropriate master sensor and connected to the two wire bus and clearly identified in zones.
- System network has been installed per factory documentation provided in JRC submittal or accompanying Nexlight documentation.
- All loads have been terminated and labeled in each relay panel and "As built" documentation is available to technician. (JRC recommends that this documentation accompany this check list when it is turned in).
- Programming requirements are complete and available to the onsite technician. (JRC recommends that this documentation accompany this check list when it is turned in).
- Scheduled events such as open/close times will be supplied at time of startup. (JRC recommends that this documentation accompany this check list when it is turned in).
- Labeling/engraving information for each button has been determined. (JRC recommends that this documentation accompany this check list when it is turned in).

**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.

For questions, please call 1-801-972-3970

[www.jrclight.com](http://www.jrclight.com)

## JRC Nexlight 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 Nexlight 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 2 wire bus 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 Nexlight 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 Nexlight startup checklist
  - Verify discovery of all network devices
  - Set-up user schedules
  - label switch buttons (if labeling information is supplied)
  - Edit default operation
  - Perform any necessary firmware updates
  - Perform system backup
  - ½ day of training of network administrator or 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.