

ENGINEERING CHECK-OUT REQUEST FORM

IMPORTANT - PLEASE READ

Please review this document and the **Notice to the Contractor** section (page 2 of this document) in their entirety before completing. Upon completion of the requirements outlined in the Notice to the Contractor, complete, sign both pages and return them via fax to: **Lightolier Controls / Entertainment Technology, Attention: Technical Support Manager, 2828 Trade Center Drive, Suite 130B, Carrollton, Texas 75007, Telephone: 1.972.245.5996 / Fax: 1.972.389.6175.**



IMPORTANT: Before scheduling an Authorized Field Representative to perform a start-up, a three (3) week notice is required. If less than a three week notice is given, the following terms shall apply - If less than a two (2) week notice is given, an additional \$700.00 will be charged. If less than a week notice is given, then an additional \$1,000.00 will be charged. Prior to scheduling, a valid purchase order must be submitted before any work will be performed.

PROJECT INFORMATION

The following information must be provided:

Requested Start-Up (Engineering Check-Out Date)

Job / Project Name

Job Site Location (Address)

Job Site Location (City / State)

Job Site Location (Zip Code)

Job Site Contact (Name / Telephone)

Job / Project Name

Sales Order Number

Distributor or Contractor Purchase Order Number

Distributor or Contractor Name

Distributor or Contractor Address

City, State, Zip Code

Distributor or Contractor Contact

Distributor or Contractor Telephone

Distributor or Contractor Fax

By returning this form, you certify that the system is ready for Engineering Check Out (ECO) and energizing in accordance with the attached **Notice to the Contractor**. This includes all DMX512, Ethernet, Fiber and Lytemode ILS control terminations. You also certify that all personnel required for training by specification or contract will be available. At the completion of training, all personnel required by specification or contract must be present to accept the system. If the Field Service Representative arrives at the date and time you requested and the site is not ready, you will be responsible for time and expenses beyond what would have been required to complete the ECO and/or for any return or rescheduled visit.

By signing below, I (we) have read and accept all terms outlined above.

Approved & Signed By

Print Name and Title

Date Signed

Owner/Owner's Agent Who will be Present to Accept System

Owner/Owner's Agent Contact Number



This form supersedes all previous versions.
Please use this form when scheduling a start-up.
Document Number: **ECOREQ1**



ENGINEERING CHECK-OUT REQUEST FORM

NOTICE TO THE CONTRACTOR



WARNING: DO NOT APPLY POWER TO THE LIGHTING CONTROL SYSTEM! No part of this system may be energized or operated until the installation has been approved by a Lightolier Controls / Entertainment Technology Authorized Field Representative. Violation of this requirement may damage components and therefore constitute misuse under standard warranty terms. Such misuse may relieve Lightolier Controls / Entertainment Technology of any and all further obligations under the terms of this warranty.

On-Site Requirements

Equipment must be installed per the "RELEASED" Drawings. These drawings reflect changes in the equipment based on the returned approved submittal drawings and/or any changes that may have occurred in production. Previous sets of drawings should be destroyed.

All installation and wire terminations MUST be completed per the "Released" Drawings and prior to the arrival of the Field Service Representative please check off the following items and return this page completed:

- Input power are connected to the system, but not energized
- All loads are connected.
- All lighting instruments are lamped.
- All control wiring is installed and terminated - including (but not limited to, as applicable) DMX512, Ethernet, Fiber, Lytemode ILS, etc.
- For Distributed Dimming Product, power may be applied to each individual strip/box in order to set the DMX512 Address prior to installation.
- All equipment, including but not limited to, consoles, accessories, keys, cables, manuals, etc. are present and available to the Field Representative.
- Personnel for training (i.e., the users) as well as any other personnel required by contract and/or specification will be available for training at the completion of the Check out and Energizing.
- An owner (or authorized owner representative) as well as any other personnel required by contract and/or specification will be present to accept the system.

The Field Service Representative will be required to leave the job site if the above requirements have not been met. Any return trips to complete the Engineering Check Out will be at a cost of travel plus per diem, as well as a labor rate of \$80.00 per hour travel time door to door and \$1,000.00 per day on site. Rescheduling will require 3 weeks notice or additional cost may be incurred (see first page of this document).

Additional Notes

The Field Service Representative will only be able to:

- Ensure that the system was properly installed and functions correctly, including trouble shooting and providing guidance to the contractor to correct any problems.
- Train personnel in the operation of the Lighting Control System.

The Field Service Representative will NOT be able to:

- Install equipment or make electrical connections required of the installing contractor, including DMX512, Ethernet, Fiber, power and/or any other connections that require a qualified, licensed electrician.
- Return to instruct any personnel who missed the original training session.

The first day's travel and on-site time shall not exceed 12 hours combined. Each additional day of on-site time thereafter shall not exceed 10 hours per day, any time beyond this period will require an additional start-up fee.

System Training (including Marquee) shall not exceed 4 hours unless required by the job specification. If the training is to be recorded (audio and / or video recording), the customer is responsible for all required recording equipment and a person to operate the equipment.

Please feel free to contact the technical support manager (see first page of this document) should there be any questions regarding the installation of the equipment or requirements regarding the Engineering Check Out.

By signing below, I (we) have read and accept all terms outlined in Notice to the Contractor.

Authorized Representative

Print Name and Title



This form supersedes all previous versions.
Please use this form when scheduling a start-up.
Document Number: **ECOREQ1**

