

STARTUP REQUEST FORM

INSTRUCTIONS

To request a Startup visit of the BubblyNet Lighting Control equipment:

1. Complete this form including initialing the items under required preparations below.
2. Email the completed form to sales@bubblynet.com
3. Contact BubblyNet Customer Service at 727.316.5319 to schedule the start up visit.

PROJECT INFORMATION

Project Name: _____ Contact Name: _____
Address/Location: _____ Contact Phone: _____
City/State: _____ Zip: _____ Contact Email: _____
Cross Street: _____ Site Contact: _____
Job Quote #: _____ Site Phone: _____
Preferred Startup Date: _____ Preferred Completion Date: _____
Preferred Delivery Date of Devices _____ Preferred Commissioning Date(s): _____
Project Site Hours: _____ AM or PM to _____ AM or PM

**RECEIPT OF STARTUP REQUEST FORM IS REQUIRED TO SCHEDULE A STARTUP VISIT.
A MINIMUM OF THREE WEEKS NOTICE IS NECESSARY FOR A STARTUP DATE.**

Purpose of Startup Visit

1. To verify proper installation of the BubblyNet system.
2. To verify proper operation of the system.
3. To calibrate the system and perform software programming and scheduling.
4. To provide orientation and training for the end user.

Required Preparation For Startup Visit

(Initial Each Item That Applies To Your Requested Startup Bill of Materials)

General

- _____ 1. Customer certifies final accurate and updated blue prints have been supplied and Site Designer Form has been submitted. Pre-commissioning of devices will be based on such documents.
- _____ 2. All equipment shown on the Bill of Materials in your submittal has been received and installed.
- _____ 3. All the equipment is installed correctly, wired and powered prior to our arrival.
- _____ 3A. All wiring is properly labeled for easy tracing of circuits/groups/devices.
- _____ 4. All the premises of installation shall be fully vacated and readily accessible during normal business hours.
- _____ 5. An electrician familiar with the installation will be available with ladders/lifting equipment (if required.)
- _____ 6. Arrangements must be made for representatives of the end user to be on site for orientation and training of the system (if required.) There are no allowances made for return training visits unless specified in the Bill of Materials.
- _____ 7. Please note any special security measures (surrender of IDs, security clearances,

- _____ 8. Any special training/safety classes or equipment required to access site or BubblyNet equipment? (if yes, describe below in 'Important Notes')
- _____ 9. All as-built documentation is completed, accurate and submitted at least one week prior to the startup date.

Required Preparation For Startup Visit

(Initial Each Item That Applies To Your Requested Startup Bill of Materials)

Lighting Control Panels

- _____ 8. All equipment shown is wired to the proper loads.
- _____ 9. All low voltage switches have been installed, wires run and terminated at the proper inputs.
- _____ 10. If using a photocell, the photosensor must be installed, wires run and terminated at the proper input (Interior and Exterior.)

Daylighting Systems

- _____ 11. Daylighting Readiness:
- ☐ The flooring (carpets, finished floors, etc.) have been installed.
 - ☐ The wall treatments have been completed.
 - ☐ All the furniture (desks, chairs, tables, cabinets, etc.) have been unpacked, cleaned and installed.
 - ☐ Any window blinds or shades have been installed and fully operable.
 - ☐ Any skylight diffusers or louvers have been tested and are operating correctly.
 - ☐ All lighting fixtures have lamps installed have been tested and are operating correctly.

Dimming Systems (if no Dimming Systems skip this section)

- _____ 12. All Dimming Room Controllers have been wired and powered.
- _____ 13. Lamps have been burned in per the lamp manufacturers recommendations.
- _____ 14. All 0-10 drivers from 3rd party resources to be commissioned by BubblyNet go to 0 lumens at 0 at control sight.

IMPORTANT NOTES: _____

Additional Charges

Please note, if extra trips or time is required to complete the system startup due to lack of preparation or installation problems, additional charges to the contractor will result. Extra work requires a new PO.

Scheduling the Startup Visit

1. Make sure all preparations listed above have been or will be completed by the date of the startup visit.
2. Determine the preferred date for the startup visit. (Please note required lead time.)
3. Complete the "Startup Request" form and email it to sales@bubblynet.com.

Cancellation

In the event you cancel your confirmed date without reasonable notice, you may be charged to reschedule.

- Less than 3 business days - \$500.00 + costs of any prearranged travel and lodging
- 4-7 business days - \$250.00 + costs of any prearranged travel and lodging

*If you need blank documentation forms or have any questions please contact BubblyNet at 727.316.5319 or email at sales@bubblynet.com.

Request

The startup visit for the above-named project is hereby requested. The preparations listed above are, or will be, completed prior to the date of the startup visit. **It is understood that additional trips or excess time required to complete the startup visit due to lack of preparation will be at the charge of the Company requiring the start up and signing this document.**

Signature

Name (print legibly)

Company

Date