

Field Service/Commissioning Request

From: _____ Company: _____

Phone: _____ Fax: _____

Please fill out, sign and date, and fax back to 1.214.647.8031

**Allow minimum two weeks advance notice for field service or commissioning.
 If less than two weeks notice, but more than one week, an additional PO of \$700.00 (US) is required.
 If less than a one-week notice, an additional PO of \$1,000.00 (US) is required.**

Job Name: _____ Sales Order Number: _____ PO Number: _____

Site Address: _____

City: _____ State: _____ Zip Code: _____

Recommended Airport: _____

Site access restrictions (ID badge, pass, keys, orientations, etc): _____

Jobsite requirements (hard hat, boots, etc): _____

Electrical Contractor: _____ Phone: _____

Site Contact: _____ Phone: _____

IMPORTANT: AT NO TIME SHALL THE SYSTEM BE ENERGIZED PRIOR TO STRAND LIGHTING AUTHORIZED PERSONNEL CHECKOUT. STRAND LIGHTING WILL NOT BE LIABLE FOR ANY DAMAGE THAT MAY OCCUR AND THE SYSTEM WARRANTY MAY BE VOIDED. SYSTEM COMMISSIONING WILL BE CONTINGENT ON STRAND LIGHTING'S CREDIT DEPARTMENT APPROVAL. PLEASE SEE STRAND LIGHTING'S TERMS AND CONDITIONS FOR FURTHER DETAILS.

Requested Checkout Date: _____

Hours technician can access site/ work onsite: _____

Total estimated hours for orientations: _____

FAX THIS PAGE WITH COMPLETE CHECKLIST (Page 2): 1.214.647.8031

FOR OFFICE USE ONLY:

Accounting contacted: (date)		Cleared for scheduling: (date)	
Technician contacted: (name)		Technician contacted (date)	
Specification pulled:		Commissioning time included:	
Spec pages copied for tech:		Training time included:	
Bill of Materials attached:		Separate training?	

Please check the boxes below to confirm that:

- All Purchased equipment is onsite and installed
- All equipment rooms are "Office-level clean" and all painting/construction in the equipment rooms is complete.
- Arrangements have been made to provide access to ALL system equipment.
- ALL system inter-wiring is complete between dimmer cabinets and control stations, and has been checked for accuracy, shorts, and continuity.
- ALL control stations and receptacle stations have been connected to the system but NOT INSTALLED in the wall. Please leave stations hanging from connector until technician verifies termination and placement.
- ALL Ethernet/DMX wiring has been certified (as required) and lengths verified.
- An EC representative will be available at all times to power up/down equipment as needed during commissioning.
- ALL load lamps have been installed if present.
- ALL load circuits have been checked with the associated power feed for correct wiring.
- ALL rack modules are onsite, in the electrical room where the racks are located, but NOT INSTALLED.
- The racks and rack vents have been cleared of debris and dust.
- Someone will be available to verify equipment configuration during programming.
- ALL necessary owners, representatives, and staff will be present for demonstrating and training for the scheduled time. Please see specifications for requirements.

I HEREBY CERTIFY THAT THE ABOVE CONDITIONS HAVE BEEN MET AND THAT THE INSTALLATION IS COMPLETE. I UNDERSTAND THAT A PURCHASE ORDER WILL BE REQUIRED FOR ADDITIONAL VISITS RESULTING FROM AN INCOMPLETE INSTALLATION.

Print Name: _____ Signature: _____
Position: _____ Date: _____
Phone Number: _____ Fax Number: _____
Email: _____