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**Installation Check List Prior To Acceptance Testing**

**PLEASE COMPLETE THIS FORM AND RETURN TO ME AS SOON AS POSSIBLE. THIS IS PART OF PROJECT REVIEW.**

Completing all of the below items will minimize any functional testing issues that could cause the project to not pass. Additionally reducing any extra cost of re-inspection or onsite delays which could incur time charges.

*Disregard any section or question that does not apply.*

Who is the onsite contact? \_\_\_\_\_ Phone number: \_\_\_\_\_

Any special site access requirements (parking)? \_\_\_\_\_

Is PPE required to gain access? If so what? \_\_\_\_\_

Will there be a ladder on site to access ceiling mounted devices? \_\_\_\_\_

Have ALL NRCI forms been filled out and sent to me? ..... Yes No

Has copy of the permit been sent to me? ..... Yes No

Have ALL devices and fixtures been installed? ..... Yes No

Have all lighting control devices been programmed? ..... Yes No

Is there manufacturer commissioning scheduled? Date/Time \_\_\_\_\_

Have all of the low voltage/CAT5/Cat6 wire/cables been tested? ..... Yes No

**Occupancy Sensor:**

Not installed within 4' of an air supply duct. Follow manufactures installation instructions..... Yes No

Test each sensor for proper function correct if necessary

Does it trigger when entering. .... Yes No

Does it trigger from outside the room or area (false trigger)? ..... Yes No

Offices 250 sq.ft. or smaller, multipurpose rooms less than 1,000 sq.ft. any classroom. Require partial-ON Occupant Sensor capable of activating between 50-70 percent of light or vacancy sensor, where all lighting responds to a manual on only.

**\*Night lighting is no longer allowed when the space is not occupied.**

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### **Daylight Sensors:**

Sensor type ..... Open or Closed

Followed manufactures installation instructions regarding locating the sensor? ..... Yes No

Have you followed the manufactures instructions on programming? ..... Yes No

Test the sensor with a flashlight, do the lights go to very dim or out completely? ..... Yes No

Cover the sensor, do the lights go to max output? ..... Yes No

### **Switches:**

Does all lighting have an On/Off switch? ..... Yes No

Does the **General Lighting** / Task / Ornamental / Display / Accent lighting have separate switches? ..... Yes No

Is all of the General Lighting dimmable? ..... Yes No

### **Time Clock:**

Has the time clock been installed and programmed? ..... Yes No

Do the lights flash a warning before going out? ..... Yes No

Does the override not exceed 2 hours? ..... Yes No

Is the time clock schedule on the plans? ..... Yes No

### **Demand Response:**

Is there a j-box labeled "Demand Response" located near the elect panel with two LV wires? ..... Yes No

### **Line Voltage Track Lighting:**

Have Title 20 MFG specific Current Limiters been installed on the track? ..... Yes No

Has a Title 20 Current Limiting Panel been installed? ..... Yes No