

## Pre-Commissioning Visit Check list

**Please complete and return to Apollo Lighting Ltd. before commissioning visit is scheduled.**

### Commissioning Request:

Contact Name:		Company:	
Address:			
Telephone:		Email:	

### Site details:

Project Name:		Scheme No:	
Address:			
Client Name:		Site Contact:	

### Check list:

Type / manufacturer of control components			
Is the equipment wired using the recommended cables (see installation instructions) ?	Yes / No	Will an electrician be present during the commissioning ?	Yes / No
Will all the required areas be readily accessible ?	Yes / No	Will any access equipment be provided (if required) ?	Yes / No
Will our engineer be able to interrupt the electricity supply ?	Yes / No	Do Apollo Lighting need to provide PPE ?	Yes / No
Are all the Control Components installed ?	Yes / No	Do all the Control Components function correctly ?	Yes / No
Do all the luminaires function correctly ?	Yes / No	Does the equipment perform as Factory Default ?	Yes / No
Are the areas to be commissioned furnished ?	Yes / No	Is there a 13A mains socket nearby ?	Yes / No
Out of hours / weekend work ?	Yes / No	Any Site Induction or CSCS/ECS required ?	Yes / No

If the answer to any of the above is no, please give details:

If there are any pre-described illumination levels / scenes required from the control system then please provide details on a separate sheet.

Commissioning cost assumes all equipment is installed and wired as per our instructions prior to our engineers arrival on site. All parties interested in the functionality of the system should be available at the time of the site visit. Should a further site attendance be required through no fault of our own then this will be charged at our standard commissioning rate.

Client contact		Signature		Date	
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