

DESCRIPTION OF SERVICE

An Acuity Brands Preconstruction Meeting will provide system and installation knowledge to ensure that lighting control projects are seamless from start to finish. Acuity will provide an onsite subject matter expert who will review all aspects of the system, installation, and design. From this review, a game plan will be developed for the successful completion of the project. Starting the project with the knowledge and support of a system expert is the best way to mitigate the chance of making installation errors that can cause costly scheduling and startup delays.

ONSITE SERVICE NOTES

- Site visits to conduct preconstruction meetings will occur between 8:00 am and 5:00 pm (Local Time), Monday through Friday, excluding most major holidays.
- For any visit that require time outside of the aforementioned schedule, please inquire with your Acuity Brands® representing agent or distributor.
- Startup visits may encompass multiple days depending on the size and complexity of the system.
- Acuity Brands® requires a 10 business day notice to schedule a preconstruction meeting. Expedited service may incur additional charges.
- Cancellation of a scheduled meeting requires a 72-hour (3) business day notice. Last minute cancellations may be subject to additional charges.

All system startup items will be performed by a certified Acuity Brands® service representative.

All installations and terminations will be performed by the installing contractor. We highly encourage several members of the contracting team to attend preconstruction meetings, as it will ensure that the installation goes smoothly.

Installation Worksheets and Onsite Service Request Forms may be obtained through your Agent, Distributor, or by calling 1-800-535-2465 and selecting the Field Scheduling extension. An Onsite Service Request Form will be required to be submitted for onsite scheduling. The Installation Worksheet should be complete and available at the time of onsite startup. Startup delays caused by incomplete or unavailable Installation Worksheets are the responsibility of the installing contractor, and the purchase of additional days of startup may be required.

Typical Agenda for a Preconstruction Meeting:

- Project Overview Discussion
 1. Review of drawings and submittal packet
 2. Discussion of contractor/end-user requirements including:
 - i. Installation timeline
 - ii. LEED/Title 24 Certification
 - iii. IT requirements/ 3rd party connectivity
 - iv. Sequence of Operations for the system
- Installation Discussion and training
 1. Cat. 5 termination and testing
 2. System wiring and installation requirements
 3. Out of the box functionality
 4. Field Activation Checklist/ Installation Worksheet requirements
 5. Startup IT requirements if 3rd party connectivity is required
 6. BACnet integration
 7. Acuity Brands startup process
- The following contacts for project support will be provided
 1. Tech Support Hotline
 2. Personal contact information for the engineer conducting the meeting
 3. Distributor contact
 4. Agent contact

Meeting Notes:

- **Not all items listed above will apply to all projects**
- **This meeting will be conducted prior to the commencement of any installation**
- **Preconstruction Meetings can be scheduled during normal working hours, Monday-Friday, excluding Acuity Brands employee holidays**



Preconstruction Meeting

ORDERING INFORMATION

Example: PRECONSTRUCTION MEETING

Series

PRECONSTRUCTION MEETING