

## DESCRIPTION OF SERVICE

Acuity Brands® Controls System Preconstruction Meeting will provide system and installation knowledge to ensure that lighting control projects are seamless from start to finish. Controls System Preconstruction Meeting provides an Acuity Brands® Qualified Field Service Engineer review all aspects of the system, including design and installation best practices and proper documentation. Starting the project with the knowledge and support of a system expert is the best way to mitigate installation errors that can cause costly scheduling and startup delays.

## PRE CONSTRUCTION MEETING SERVICE NOTES

### Contractor Responsibility

- Schedule the Pre Construction Meeting prior to installation.
- The contractor is responsible for making sure that the installing electrician is present for the preconstruction meeting.
- We highly encourage several members of the contracting team to attend preconstruction meetings, as it will ensure that the installation goes smoothly.
- The contractor is responsible for having the latest submittal drawings that they will be following for the installation of control devices.
- Provide a timeline for system startup and project turnover date.

### Acuity Responsibility

- The preconstruction meeting will be performed by an Acuity Brands® Qualified Field Service Engineer.
- Provide a Pre Construction Report highlighting the essential items discussed during the Pre Construction Meeting.

### General Notes

- The site visit to conduct the preconstruction meeting will occur between 8:00 am and 5:00 pm (Local Time), Monday through Friday, excluding most major holidays.
- For any visit that requires time outside of the aforementioned schedule, please inquire with your Acuity Brands® agent or distributor.
- Acuity Brands® requires a 12 business day notice to schedule an onsite visit. Expedited service may incur additional charges.
- Cancellation requires a 48-hour (2) business day notice and may be subject to additional charges.
- Installation Worksheets and Service Request Forms may be obtained through your Agent, Distributor, or by calling 1-800-535-2465 and selecting the Field Scheduling extension. A Service Request Form is required for a System Preconstruction Meeting. 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 Control System Startup may be required.
- The services described herein are offered pursuant to the Terms and Conditions for Field Services and the Acuity Brands Technology Services Warranty, available at <https://www.acuitybrands.com/support/warranty/terms-and-conditions>. No modified or additional terms shall apply, including without limitation any terms on a purchase order or other ordering document which are expressly rejected.



## Controls System Preconstruction Meeting

## ORDERING INFORMATION

Example: PRECONSTRUCTION MEETING

### Series

CONTROLS SYSTEM PRECONSTRUCTION MEETING

### 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

### Preconstruction meeting Notes:

- Not all items listed above will apply to all projects
- This meeting will be conducted prior to the commencement of any installation

**ADDITIONAL SERVICES OFFERED:** Please reach out to your Acuity Brands Agent or Distributor for information on additional services