

Commissioning Requirements

This document defines the commissioning process and the installation details required to ensure a successful implementation of the SimplySNAP lighting controls solution. Please review these requirements and return a signed copy to commissioning@SYNAPSE-WIRELESS.COM.

Project Origination

- Synapse Wireless requires 14 days advanced notice of commissioning requests in order to allow for proper planning, scheduling, and implementation.
- The following information should be sent to commissioning@Synapse-Wireless.com:
 - Site drawing
 - Scope of work
 - Complete list of all fixtures and accessory items in the lighting system
 - Purchase order for payment
 - Work Order Request (see attachment)

Planning

- Upon receiving the required documents, a Synapse Customer Operations Project Manager will contact the site POC to coordinate a project kick-off conference call to discuss the installation details. It is recommended that the electrical contractor be present for this call.
- The Project Manager will work with the customer to finalize the details of how the system will be configured.

Installation Requirements Prior to Commissioning

- The customer will be fully responsible for electrical and/or data cabling services as well as the physical installation of the lights. This work needs to be completed and verified prior to the commissioning of the system.
- Any existing lighting control systems that may interfere with the operation of the Synapse solution must be disabled prior to commissioning.
- The electrical contractor must place MAC address labels on the exterior of each light fixture. These labels should be placed in a location that the commissioning agent can easily access without a ladder or special lift equipment.
- The electrical contractor should also affix a MAC address label on the site drawing next to each corresponding device.
- All occupancy sensors must be set to their minimum response time.
- The system gateway must be mounted in a location that is unobstructed and maintains a line-of-site connection with as many controlled devices in the lighting system as possible.
- Prior to a commissioning agent being deployed to a site, Synapse must receive and approve electronic copies of the commissioning worksheets and site drawings with MAC address labels affixed.



Commissioning

- The site point of contact must be available to the commissioning agent on the day of the scheduled commissioning.
- The commissioning agent must have access to all areas where lighting controls equipment has been installed.
- The electrician must be available to respond within 4 hours during the commissioning process to address any wiring problems which may be identified as having an effect on the system's operation.

Close Out

- The commissioning agent will validate that the entire lighting control system is fully functional before leaving the site.
- Necessary site personnel will be trained on the SimplySNAP system before the commissioning agent leaves the site.
- The commissioning agent will provide the customer with a printed copy of the SimplySNAP User Guide after the training is complete.
- Synapse Customer Operations is available for support from 8:00am-5:00pm Central Time, Monday through Friday. Support can be reached at 1-877-982-7888 [option 1].





Work Order Request for Commissioning

Please fill out the following information:

Date Submitted: _____

Prepared By: _____

Phone #: _____

Site Information:

Job PO Number: _____

Job Name: _____

Site Address: _____

City/State/Zip: _____

Site Contact Name: _____

Site Contact Phone #: _____

Site Contact E-mail: _____

Contractor Contact Information:

Contractor Name: _____

Phone Number: _____

E-mail Address: _____

Project Manager Name: _____

Project Mgr. Phone #: _____

Project Mgr. Email: _____

Commissioning date is not provided without complete paperwork and PO.

I understand that the requested date is subject to technician availability and is not guaranteed until confirmed by Synapse Wireless. This document serves as written notification requesting a Synapse commissioning agent to perform a SimplySNAP system commissioning.

Requested Commissioning Date: _____

Requested By: _____

Phone #: _____

I understand and agree to the requirements of work as outlined above. I acknowledge that the latest site drawings are current. The site must be completely installed by the requested commissioning date above. Any additional time required on site due to inaccurate information provided or incomplete installation will be the customer's responsibility. I understand that I will incur additional expenses from Synapse Wireless for additional time and/or trips that may be required due to incomplete installation and/or rescheduling of commissioning.

Signature: _____ **Title:** _____