

System Commissioning Request Instructions

This letter explains how to schedule commissioning and system training for your ETC system using the System Commissioning Request (SCR) form. Please contact your ETC project manager to verify the services that were purchased for your system.

Please complete the form and submit it to us at least THREE WEEKS before the requested commissioning date

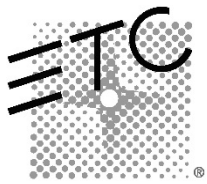
- Choose a commissioning date shortly after the installing contractor will be complete with the installation of the gear and a date when your personnel are available for system training. Note that commissioning a system takes time. Please work with your ETC project manager to make certain our technician will have sufficient time and access on site to properly commission your system.
- Thoroughly review the ETC Contractor Checklist. **Failure to have these items complete at the time of requested commissioning may result in additional charges.** A submitted form tells us these items are complete.
- Complete the SCR and return it to the ETC project manager.
- Upon receipt of the SCR, we will schedule a field service technician who will contact all the parties listed on the SCR to make final arrangements.

ETC Contractor Checklist

The following checklist notes the conditions that you must meet before the field service technician can commission the system. Please travel to site and visually inspect the gear in order to provide an accurate statement of readiness.

These items MUST be complete before the ETC Field Service technician arrives on your site!

- ☐ All dimmer and relay panels are rigidly attached to the mounting surface.
- ☐ Dimmer panel(s) have sufficient access to the front and left for door clearance with **ten inches** of unobstructed clearance above the fan(s).
- ☐ Feeder cable is pulled into the rack(s) and terminated in accordance with the ETC installation manuals.
- ☐ All branch circuits originating from the dimmer or relay panel(s) are installed and terminated on both ends.
- ☐ All loads have separate neutrals.
- ☐ All air gaps in the dimmer panel(s) are sealed, making each dimmer rack selection an airtight enclosure.
- ☐ Any equipment racks must be mounted and powered as specified in drawings.
- ☐ Control cables are proper type and are installed as specified in the ETC submittal drawings.
- ☐ All back boxes are mounted and supplied with specified data cable tails at least three feet long.
- ☐ All control cable runs are installed as specified in the ETC submittal drawings.
- ☐ All control cable is labeled at **BOTH** ends as specified in the ETC submittal drawings.
- ☐ If system was sold as "Terminations By Others," all data terminations must be completed.
- ☐ All appropriate personnel are scheduled and available for training.
- ☐ All 0-10V fixture lines are metered to ensure no line voltage is present between conductors or between conductors and ground and are terminated properly.
- ☐ All RDM/DMX fixtures are addressed and documentation is available for the ETC technician.
- ☐ A complete and accurate load schedule is available for the ETC technician.



System Commissioning Request

Electronic Theatre Controls, Inc.

Please fill out form completely and submit it to us at least three weeks before the commissioning date you request.

Today's Date:

Project Information

Job Name:	ETC Job Number:
ETC Project Manager:	Purchase Order Number:

Site Information

End User Contact:	Title:
Phone:	E-Mail:
Street Address:	
City/State/Zip:	

Electrical Contractor Information

Contractor:	Site Contact:
Phone:	E-Mail:
Street Address:	
City/State/Zip:	

Training

Person to contact for training:	Phone #:
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The following representative will be responsible for signing off on the system once commissioning and training have been completed.

Name:	Title:
Requested Commissioning Date:	Off Site/First Show Date:

Sold to Authorization:

I understand that the Electrical Contractor must complete all items on the ETC Contractor Checklist before the ETC Field Service Technician arrives on site.

Signature: _____ Date: _____

Factory Confirmation

TO BE FILLED OUT BY ETC

Commissioning Date:	Field Service Tech:	Phone:
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