



# Igor® PoE Lighting System Startup Request

To schedule a system startup with Igor, complete *all sections of the Igor Field Service Forms* in this document. System startup and training services are scheduled only after Igor, Inc. receives 1) this completed document, 2) with your *End User Programming Document* attached (described under General Requirements below.), and 3) your pre-paid purchase order (PO).

General Requirements		
Select the corresponding checkbox to indicate you understand and agree to the following statements.		
Timing Notice:	A <i>minimum of two (2) weeks advance notice</i> has been provided to Igor, along with a pre-paid PO.	<input type="checkbox"/>
	If less than two (2)weeks' notice is provided, an additional PO of \$700 (US) is required. If less than one(1) week notice is provided, an additional PO of \$1,000 (US) is required.	<input type="checkbox"/>
Onsite Owner Representative:	An Owner Representative will be onsite at the designated system startup time. <b>Note:</b> It may be helpful to have a qualified electrician on call or onsite. Igor Field Technicians will NOT perform the work of an electrician.	<input type="checkbox"/>
Network/Device Wire Map"	Network/Device Wire Map has been created. <i>If no map was created, then the electrician who ran the wire and installed the devices must be available for the system startup.</i>	<input type="checkbox"/>
Training:	Startup has been coordinated with all parties to be present for training (Contractor, Staff, and Owner).	<input type="checkbox"/>
End-User Document:	The End-User Programming Document* is attached to this form. <b>Important:</b> This document must be reviewed by Igor prior to the Technician being dispatched.	<input type="checkbox"/>

\*This is a detailed description of the on/off schedules, sensors' functions, daylight harvesting requirements, switch functions, and any other pertinent information of which the Igor Certified Technician needs to be aware.

Section 1—Project Information			
Project Order Number:			
Full Project Name:			
Startup Request Date:			
Owner Occupancy Date:			
Project Address:	Street:		
	City:		
	State:	Zip Code:	
	Country:	Post Code:	

Section 2—Contact Information		
Installation Contractor:**	Name:	
	Phone:	
Main Contact:	Name:	
	Mobile Phone:	
	Office Phone:	
	Email:	
Foreman:	Name:	
	Mobile Phone:	
	Office Phone:	
	Email:	

\*\*Low Voltage Cabling and/or Lighting Contractor

**Section 3—Onsite Project Requirements**

Work outside normal business hours?	No: <input type="checkbox"/>	Yes: <input type="checkbox"/>	If yes, required hours:	
Site Access Requirements:	If NOT applicable, type N/A. If applicable, describe below: <i>Examples: ID badge, pass, keys, orientation.</i>			
Jobsite Requirements:	If NOT applicable, type N/A below. If applicable, describe below. <i>Examples: Hard hat, safety vest, safety glasses, steel toe boots.</i>			

**Section 4—PoE Cabling**

Cat5e/6 or higher cable is used for PoE home runs	<input type="checkbox"/>
Length limit: 330 ft/100m <i>Recommended: 300 ft/90 m from data closet to fixture</i>	<input type="checkbox"/>
Cat5e/6 lengths are within cable type parameters per BICSI cabling standards for PoE	<input type="checkbox"/>
Bend radius of all category does not exceed BICSI standard based on cable diameter parameters	<input type="checkbox"/>
All terminated cables have been tested and certified to not have crosses or breaks	<input type="checkbox"/>
Field constructed CAT5e/6 cables have been tested and certified	<input type="checkbox"/>
All bundle limit BICSI standards have been followed based on PoE cable type vs. power	<input type="checkbox"/>
PoE cabling distance (total cable used): _____	

Section 5--Lighting Fixtures	
Luminaires are installed in correct locations per reflected ceiling plans and with appropriate Igor Network or Device node version	<input type="checkbox"/>
All field wiring between Igor nodes and luminaires has been tested for electrical short circuits prior to applying PoE power	<input type="checkbox"/>
All PoE home runs are terminated to yellow <i>PoE</i> port on luminaires with Igor Network nodes	<input type="checkbox"/>
All daisy-chain luminaires with Igor Device nodes are linked via CAT5e/6 patch cables terminated at the blue <i>Igor</i> port and linked per project plans	<input type="checkbox"/>

Section 6:--Network Switches and PoE Power Sourcing Equipment PSE	
Network switches and PoE PSEs are connected to normal or emergency power circuits per project design	<input type="checkbox"/>
PoE PSEs installed in data racks per rack layout diagrams (if supplied)	<input type="checkbox"/>
AC power supply voltage meets expected and planned voltages for PoE equipment	<input type="checkbox"/>
Emergency PoE PSE connected to proper emergency backup power source	<input type="checkbox"/>
PoE home runs are terminated in patch panels (if used)	<input type="checkbox"/>
Patch cables connected between network switch/PSE equipment and patch panels	<input type="checkbox"/>
PoE PSEs are powered and functioning and all luminaires are illuminated	<input type="checkbox"/>

Section 7: Sensors and Wall Controls	
Room wall controls are installed and wired to nearest Igor node using appropriate cable	<input type="checkbox"/>
Sensors are installed and wired to nearest Igor node using appropriate cable	<input type="checkbox"/>
No more than 20 feet of CAT patch cable is between any two (2) daisy-chained Igor nodes	<input type="checkbox"/>

**Section 8--Signature**

- If the system startup and training are to be completed in the time allotted, all items in this form must be checked off.
- If this form does not reflect the environment in the field and additional time is required, you agree to purchase follow-up time via your distributor/agent.
- Missing equipment or incorrect wiring that precludes the Igor Certified Technician from completing system programming in the allotted time will require a Purchase Order (PO) for additional days.
- Separating the system training from the system start up is considered a return trip and will require an additional PO before scheduling.

I have read, understand and agree to the above listed requirements (please initial):		
I am authorized to sign this Igor PoE Startup Request for the below named Company:		<input type="checkbox"/>
Company Name:		
Signer's Name:		
Title:		
Contact Phone:		
Signature:		
Date:		

**Project Agent:** Please return this completed form and End User Programming Document to Igor Support Services: [support@igor-tech.com](mailto:support@igor-tech.com)

**Questions?** Igor Support Services is staffed from 8:00 A.M. to 5:00 P.M. Central time, Monday through Friday, except for U.S. holidays.

Email: [support@igor-tech.com](mailto:support@igor-tech.com) | Phone: 515-661-4412 | 1-877-588-2650

END.