



# DOMINO STARTUP REQUEST

## Three Weeks Notice Is Required To Schedule A Start-Up Visit Several Business Days May Be Needed To Confirm A Date

### INSTRUCTIONS

---

#### To Request A Startup Visit:

1. Complete this form including selecting/confirming the items under required preparations below.
2. Determine the preferred date for the startup visit. (Please note required lead time)
  - a) Date: \_\_\_\_\_
  - b) Time: \_\_\_\_\_
  - c) Jobsite Name: \_\_\_\_\_
  - d) Jobsite Address: \_\_\_\_\_
  - e) Purchase Order Number: \_\_\_\_\_
  - f) Jobsite Contact name and cell phone #: \_\_\_\_\_
3. Submit this completed form to Domino Support by clicking the submit button to schedule the Startup Visit.
4. Questions? Please contact Domino Support at [dominosupport@satco.com](mailto:dominosupport@satco.com)

### SYSTEM REQUIRED CONDITIONS

---

1. All Lighting and Controls equipment shown on the Bill of Materials in your submittal have been received and installed.
  - a) All switches/wall stations, occupancy sensors, controlled receptacles have been installed and are powered.
  - b) The control intent information is provided and complete, accurate, and submitted one week prior to the startup date.

### CONTROLLED SPACE PREPARATION

---

1. All Lighting and Controls products are installed, wired and powered.
2. Daylighting controlled areas are completed and ready for occupancy. This includes the following:
  - a) The flooring (carpets, finished floors, etc.) has been installed.
  - b) The wall treatments (paint, wall coverings, etc.) are complete.
  - c) All furniture (desks, chairs, tables, cabinets, etc.) has been unpacked, cleaned, and installed.
  - d) Any window blinds or shades have been installed and are fully operable.
  - e) Any skylight diffusers or louvers have been installed and are fully operable.
  - f) All lighting fixtures have lamps installed if applicable, have been tested, and are operating correctly

**FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN FORFEITURE OF YOUR SCHEDULED DATE.**

## ADDITIONAL CHARGES

---

**IF EXTRA TRIPS OR EXTRA TIME ARE REQUIRED TO COMPLETE THE SYSTEM STARTUP DUE TO LACK OF PREPARATION OR INSTALLATION PROBLEMS, ADDITIONAL CHARGES TO THE CONTRACTOR WILL RESULT. THIS EXTRA WORK WILL REQUIRE A PURCHASE ORDER.**

Special Site Requirements?

---

---

Are there special requirements outside of normal PPE required for construction site?

---

---

Important Notes:

---

---

---

## REQUEST

---

(Information below is who is sending in the request for Startup)

The startup visit for the above-named project is hereby requested. The preparations listed above are, or will be, completed prior to the date of the startup visit. It is understood that additional trips or excess time required to complete the startup visit due to lack of preparation on the part of the installer may result in additional charges to the installer.

First Name: \* \_\_\_\_\_ Last Name: \* \_\_\_\_\_

Company Name: \* \_\_\_\_\_

Company Requesting Startup: \_\_\_\_\_

Email: \* \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \* 

Download this document and click Submit or Email directly to: [DominoSupport@Satco.com](mailto:DominoSupport@Satco.com)

**SUBMIT**

## ACCEPTED

---

The Startup has been performed per the customer requirements and is accepted. There are no outstanding issues to be resolved or remedied.

First Name: \* \_\_\_\_\_ Last Name: \* \_\_\_\_\_

Company Name: \* \_\_\_\_\_

Company requesting Start-Up: \_\_\_\_\_

Email: \* \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \* 

Download this document and click Submit or Email directly to: [DominoSupport@Satco.com](mailto:DominoSupport@Satco.com)

**SUBMIT**