Lutron Services Co., Inc.

Vive Pre-Install Checklist

PROJECT: _____

DATE: _____

FOREMAN: _____

Item #	Completed (Initials)	Sequence of Operations Check	Notes
		The following items will help to make sure the system setup matches the building team's expectations and reduce the instances of callbacks and adjustments. These checks are to ensure you have the right information on the sequence of operations (i.e.how the customer wants the space to function.)	
1		Do you have the desired functionality of the space and drawings of the plan for installation?	
2		Names of the rooms/areas so that they can be properly labeled in the software?	
3		Plans for where the different hardware components are meant to be installed?	
4		Plan for lighting zones and controls?	
5		High and Low end trim requirements for each space?	
6		Desired timeclock events to set in the software?	
7		Desired light levels for spaces when they are occupied and unoccupied?	
8		Desired Occupancy sensor timeouts?	
9		Desired light levels for scene buttons for any 4 button Pico keypad?	
10		Desired daylighting functionality including daylighting rows and planned footcandle level, if available?	
11		Desired demand response/loadshed settings to be setup in the software?	
12		If no sequence of operations is provided by the customer, the following document provides a suggested default sequence of operations that could be used for approval: http://www.lutron.com/TechnicalDocumentLibrary/369990.pdf	

Item #	Completed (Initials)	Setup Check	Notes
		The following items will help to make sure you have the right equipment and knowledge onsite to install and setup the Vive wireless system.	
13		Do not manually program Vive devices through pushing buttons; instead use the Vive hub and Vive Vue software. The current version of the Vive hub does not allow programming of devices that have already been manually programmed. You would need to factory default these devices before programming with the Vive Vue software.	
14		Bring a wifi enabled smart device (i.e. smartphone, tablet or PC) that can run a web browser (i.e. Safari or Chrome) with a full charge. This is needed to connec to the Vive wireless hub to setup the system.	

Item #	Completed (Initials)		Notes
15		Review the online "How to" videos on the Vive YouTube Channel to review system functionality. URL: www.lutron.com/vivevideos	
16		Review system and range rules incldued in the Vive wireless Hub spec submittal http://www.lutron.com/TechnicalDocumentLibrary/369902_ENG.pdf	
17		Check the wattage of the fixtures being used in the rooms. This information will be entered into the software and used to calculate the energy savings. - If using individual fixture controls (model numbers starting with FCJS-) you do not need this information since the controller will measure it automatically.	
18		Make sure you know the desired location of the Vive wireless Hubs throughout the building. Take into account the need to network Hubs together, integrate into the building network, or with other equipment (like contact closure attachments to the Hub for demand response capability)	
19		Make sure only one person is using the Vive software for setup at any given time. Multiple people cannot be programming the system simultaneously.	
20		Pro-Tip: Mount wireless sensor brackets on the ceiling, but keep the sensors at floor level to make setup using the smartphone faster and eliminate extra ladder trips	
Item #	**Completed (Initials)**	**IT & Integration Check**	**Notes**
The following items will help to make sure you have the right information in regards to system integration and			
21		Is BACnet integration required for this job?	
		Cirlce One: YES NO	
22		If BACnet is desired, determine the contact who will be performing integration and provide the login credentials and BACnet PIC statement found at this URL: http://www.lutron.com/TechnicalDocumentLibrary/369996.pdf Contact Name: Phone: Email:	
23		Determine the facility/IT contact at the building who will be managing the system after installation.	
24		Provide the system login passwords to the faciltiy/IT contact	

25		Does the building want to be able to access the site remotely or connect the system to the building network?	
		Cirlce One: YES NO If YES:	
		- Ensure the Vive wireless Hubs are connected via ethernet to the building network	
		- Provide the IT integration infromation, found in the Vive wireless hub spec submittal to the facility/IT manager: http://www.lutron.com/TechnicalDocumentLibrary/369902_ENG.pdf	

		- Request the following 4 numbers for each Hub in the space:
		      - Static IP Address:
		      - Subnet mask:
		      - Gateway Address:
		      - DNS Server Address:	