



**Occupancy Sensor Design & Layout Request Form**

Layout Guidelines:

- All information must be filled out, and emailed back prior to scheduling your sensor layout.
- Lead time for sensor layout is 5 working days.
- All Drawings submitted must be in AutoCAD (.DWG) format. All other file formats such as TIF, JPG, BMP, PDF, etc. are unusable because Lutron design software uses only AutoCAD files.
- Once we receive the completed request form and associated AutoCAD files, your project will be started by one of our drawing support specialists. The following information is crucial to determining sensor types used in the layout.
- Email this form and all AutoCAD (.DWG) to Lutron Electronics at [occsensorlayouts@lutron.com](mailto:occsensorlayouts@lutron.com), or fax this form to 484-499-1217.

**Required Design & Layout Information**

Project Name:

Location:

Received From:

Cell:

Contact:

Tel:

Address:

Fax:

City, State, Zip:

Email:

1. All room names must be listed on the drawings.
2. List all room names that will require sensors.
3. Are there customer occupancy sensor symbols placed on the drawing in the rooms requiring sensors?  
Y N. If so, describe symbol in detail.
4. If there are cubicle walls in areas requiring sensors what are the cubicle heights?
5. Are the ceiling heights for the rooms requiring sensors 12' or less? Y N. If not, which rooms have higher ceilings (include height)?
6. Are there any hanging fixtures? Y N. If so, which rooms and how far down from ceiling do they hang?
7. Can wall mounted sensors be used in some areas? Y N. If so, which areas?
8. If this sensor layout is for a Lutron project that has already been quoted please provide the Lutron quote number.