Functional Performance Test
Lighting Sweep

Project   _____   Date _____
            _____
Commissioning _____
Operator executing sweeps _____ of _____

1. *Sweep Controller Type:* ____ part of EMS, ____ separate PC system, _____ stand-alone
    controllers (give quantity),   ____ stand-alone integrated into EMS.
    Brand and model:_____
    Type of system: ____   Sweeps off lights until morning. Override timers allow zones to be
                            turned back on.
                    ____   Sweeps off lights. Any light can than be turned back on by a:
                            ___standard switch,   ___phone call within building

2. *Documentation.* Verify that full documentation of the controller is *permanently* on site and
    includes the following:
    ___ specifications and features
    ___ list of loads and zones each relay controls attached*
    ___ contact number for additional assistance attached*
    ___ current written list of sweep schedules for all zones attached*
    ___ programming instructions attached*
    ___ controller warranty (in submittals)
    ___ written instructions for tenants in using the local overrides and a description of the
         areas they control
    *Attached = attached to the controller panel door **or** if PC computer controlled, in documentation manual

3. *Training.* If there is a full-time building operator in the building or building complex, they
    must be trained to fully understand the programming of the sweep controls, the operation of
    the total override and of the local overrides and have access to the system's full documentation.
    Full-time operator? ___Yes   ___No
    If Yes, installing contractor performing training _____.

    If Yes, individual trained as the "operator" _____.

    Review and approve the written instructions distributed to the tenants regarding the operation
    of the local overrides. Approved and distributed: ___Yes   ___No

4. *Verification of capabilities and performance.* Verify that the controller has the following
    features and capabilities: (check-mark denotes acceptance)

___ 4.1. Programming capabilities via keypad or EMS interface. Verify by running through the
          current program and schedules.
___ 4.2. Back-up power supply (automatically recharged) that will retain program for ____ weeks
          without power. Verify by viewing specifications and battery pack.
___ 4.3. Lockable controller enclosure or room with key or code-only access for programming and
          total override **or** access is in a restricted PC program.
___ 4.4. The controlling time clock is reading the appropriate time.

___ 4.5. Override duration *set* to not more than **2** hours

___ 4.6. Each override as tested below, energizes no more than 5000 sf of floor area.

4.7. Verify actual sweep and override operation of each controller as per table below.

Sweep Operation Verification

Day Type and Sweep No.	Schedule of Sweeps (hour of day)				
	Zone 1 ID:	**Zone 2** ID:	**Zone 3** ID:	**Zone 4** ID:	**Zone 5** ID:
	Relay ID:	Relay ID:	Relay ID:	Relay ID:	Relay ID:
Weekdays **1**					
(enter schedules **2**					
in these rows) **3**					
Saturday **1**					
2					
Sunday **1**					
2					
Fixtures/rooms excluded from sweep					
Sweep verification type[1]					
No. of local override switches (actual / spec'd)					
No. of override switches tested[2]					

Test Procedures

[1] Sweeps. 50% of the zones with a minimum of 2 zones per controller or relay must be verified by turning on at least 25% of the lights in the zone and witnessing an actual sweep. The remainder of the zones must have the programming of their schedules verified.

In the table above, enter all of the following codes that apply:
0 = not verified,   **S** = verified **S**chedule in keypad or EMS display,   **W** = verified operation by **W**itnessing a sweeping off of the lights at a special scheduled time,   **F** = witnessed sweep, but sweep **F**ailed to function properly. Refer to comments.

[2] Overrides. 25% of the local override switches with a minimum of 4 overrides must be verified by turning the override switches on after a sweep and seeing the lights turn back on. 100% of the remainder of the switches should be sight verified to be in place. For each Zone, enter the number of override switches where functionality was actually witnessed. Verify that the local override only controls the specified zone.

Comments: