

Pre-Visit Checklist for Lighting Controls Commissioning

This document serves as a pre-visit checklist for lighting controls commissioning engineers. Please ensure all required information is completed by the client before the visit.

Site details

Question	Client Response	Confirmed (✓)
Project Name & Address		[]
Site Contact Person (Name, Phone, Email)		[]
Point of Contact on Site (Where to report upon arrival)		[]
Site Induction Requirements (Is an induction mandatory? How long does it take?)		[]

Access & Logistics

Question	Client Response	Confirmed (✓)
Building Access Times (Start/End times, weekend access)		[]
Is ID Required? (Passport, Driving License, Company ID)		[]
Car Parking Availability (On-site parking, permits, cost)		[]
Delivery/Loading Bay Access		[]
Security Procedures (Sign-in/out, badges, escorts)		[]

Health & Safety Requirements

Question	Client Response	Confirmed (✓)
PPE Required (Hard hat, safety boots, hi-vis, gloves, eye protection)		[]
Risk Assessments & Method Statements (Do they need to be submitted in advance?)		[]
Working at Height (Is MEWP/scaffold required? Who provides it?)		[]
Confined Spaces or Special Hazards		[]
Fire Safety & Emergency Procedures		[]

Technical & Job-Specific Information

Question	Client Response	Confirmed (✓)
Scope of Commissioning (What systems/zones need commissioning?)		[]
Drawings & Documentation (Are latest drawings available on site?)		[]
Network Access (Wi-Fi or hardwired connection for programming?)		[]
Power Availability (Are circuits live? Any temporary power arrangements?)		[]
Integration Requirements (BMS, AV, other systems?)		[]
Lighting Control Hardware Status (Installed, powered, addressed?)		[]

Tools & Equipment

Question	Client Response	Confirmed (✓)
Special Tools Required (Laptop, programming dongles, test equipment)		[]
Access Equipment (Ladders, MEWP – provided by site or engineer?)		[]
Storage Space (For tools or overnight equipment)		[]

Additional Considerations

Question	Client Response	Confirmed (✓)
Site Rules (Smoking, photography, restricted zones)		[]
COVID or Other Health Protocols		[]
Catering Facilities (On-site canteen or nearby options)		[]
Accommodation Recommendations (If overnight stay is needed)		[]