Acceptance Report

for Lighting Installation

(Art. 157 ff. of standard SIA 118)

|  |  |  |
| --- | --- | --- |
| **Building object** |  |       |
| Street |  |       |
| Postcode, city |  |       |

**Client, building owner**

|  |  |  |
| --- | --- | --- |
| Company |  |       |
| First and last name |  |       |
| Street |  |       |
| Postcode, city |  |       |

**Site management (lighting/electrical planner)**

|  |  |  |
| --- | --- | --- |
| Company |  |       |
| First and last name |  |       |
| Street |  |       |
| Postcode, city |  |       |

**Electrician**

|  |  |  |
| --- | --- | --- |
| Company |  |       |
| First and last name |  |        |
| Street |  |       |
| Postcode, city |  |        |

**Defects during acceptance**

|  |  |
| --- | --- |
| [ ]  | No defects, the building is considered accepted. |
| [ ]  | Insignificant defects according to the attached list. |
| [ ]  | Major defects according to the attached list. |

**List of defects**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Room | Defect | Handled by | Deadline | Inspection |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

**Correction of defects**

|  |  |
| --- | --- |
| [ ]  | Correction of the defects by no later than      . ((Date)) |
| [ ]  | Acceptance is postponed until      . ((Date)) |
| [ ]  | The assertion of claims for defects is expressly waived, i.e. neither improvement nor reduction in value is demanded. |

**Attachments to acceptance report**

|  |  |
| --- | --- |
| [ ]  | Installation documentation incl. room book, data sheets, operating instructions, reference address for spare parts, etc. |
| [ ]  | Revised installation plans |
| [ ]  | Guarantee certificates (construction guarantee) |
| [ ]  | Measurement and test log according to the Low-Voltage Installation Ordinance (NIV) |
| [ ]  | Safety certificate according to NIV, Article 24 |
| [ ]  |       |
| [ ]  |       |

|  |  |  |
| --- | --- | --- |
| City, Date |  |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Electrician  |  | Site management (lighting/electrical planner) |  | Client,building owner |

Acceptance checklist (for non-experts)

With the acceptance of the lighting installation, you check whether the services offered and ordered have been provided by the supplier as agreed. Acceptance takes place after the supplier has completed the lighting, commissioned it professionally and adjusted it correctly. In the case of complex lighting installations, non-experts are advised to consult an independent specialist (e.g. lighting/electrical planner) for the acceptance.

During acceptance, the work (the new lighting installation) is inspected together. The result of the acceptance is recorded in an acceptance report. This shall list any defects and provide a deadline by which the defects are to be rectified. The acceptance protocol is then signed by the parties involved (client, planner and electrician).

**1. Joint check points for all rooms**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Check point |  |  | OK | Note |
| 1.1 | Is installation documentation with the following contents provided?* Room bookA good room book contains the following information for each room:
* Room number and room name
* Area in m2 and use
* Lighting fixture manufacturer
* Lighting fixture type and part number
* Planning values (illuminance, glare index, colour rendering index and uniformity)
* System output in W and room reference output in W
* Number of lighting fixtures in pcs
* Dimming level in %
* Illuminance measurement report
* Control system
* Sensor type (daylight, presence, etc.) and sensor run-on time in min.
* Installation plans
* Data sheets
* Operating instructions
* Spare parts supply address
 |  |  | [ ]  |       |
| 1.2 | Are the revised installation plans contained in the documentation? |  |  | [ ]  |       |
| 1.3 | Are all agreed construction guarantee certificates signed? |  |  | [ ]  |       |
| 1.4 | Have all measurement and test logs according to the Low-Voltage Installation Ordinance (NIV) been provided? |  |  | [ ]  |       |
| 1.5 | Has the safety certificate (according to NIV, Article 24) been provided? |  |  | [ ]  |       |
| 1.6 | Have you received instructions on how to operate the new lighting installation correctly? |  |  | [ ]  |       |

Note: This checklist for the acceptance of lighting installations is aimed at non-experts and is formulated accordingly in a way that is easy to understand. The standard SIA 118, Art. 157 ff., in which the legally binding information is contained, is authoritative for acceptances.

**2. Check points for each individual room**

Check in each room whether the lighting has been carried out in accordance with the work contract or with the offer. If your project includes more than six rooms, copy this page.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | Room |
| Check point |  |  |       |       |       |       |       |       |
|  |  |  |  | OK | OK | OK | OK | OK | OK |
| 2.1 | Does the number of installed lighting fixtures correspond to the information in the offer?  |  |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.2 | Have the correct lighting fixtures been installed? |  |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.3 | Have the offered sensors (motion detectors, presence detectors, dimmers, etc.) been installed? | 1) |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.4 | Has the electrician commissioned the control system and adjusted it correctly? | 2) |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.5 | Does the lighting control system function as described in the offer? |  |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.6 | Does the positioning of the lighting fixtures meet your expectations? |  |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.7 | Does the electrical output of the lighting fixtures correspond to the specifications in the offer? |  |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.8 | Has the illuminance been correctly adjusted, measured and documented? | 2) |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.9 | Does the colour temperature meet your expectations? |  |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.10. | Does the uniformity of the illuminance meet your expectations? |  |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.11 | Is the lighting properly installed and are the lighting fixtures undamaged? |  |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.12 | Are the ceilings, walls and floors undamaged? |  |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.13 |       |  |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2.14 |       |  |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

1) Have the provider confirm this point and ask them to show you exactly where the sensors are located in the room.

2) Have the provider confirm this point and ask them to show you where this check point is recorded in the installation documentation or in the room book.