

Overview

Blue Ridge Technologies offers Retrofit Application Assistance to ensure selection of the best Retrofit Interior (RI) or Kit (RK) solution for your project.

Additional Assistance

In addition to product selection guidance please provide the following selections in the retrofit proposal.

Factory Configuration

Project / Site Information

Project / Site Name _____

Address _____

City _____ State _____ Zip _____

Primary Contact

Company _____ Full Name _____

Email _____ Cell _____ Office _____

Project / Site Survey Checklist

Please conduct a project / site survey to collect the information required for completion of this form. We recommend you have the following tools for completion of this project / site survey.

- Digital camera with flash (3 mega pixel resolution or greater)
- 6' Tape measure
- Phillips and slot head screw drivers.

WARNING: During the site survey you will need access to all panel locations, which are typically located in electrical or mechanical rooms. In addition to the appropriate tools and access, **the opening of electrical equipment must be preformed by authorized personnel only.**

1. Include the Building Automation System (BAS) protocol.

BAS Protocol _____

2. Provide photos of each type of relay and/or contactor. This information will be used to determine the type of output interface that is required to control the existing relays and/or contactors. The coil and/or low voltage portion of the relay is the most important.
3. Provide the manufacturer and part number of each type of relay and/or contactor.

Relay Type A : Manufacturer _____ Part Number _____

Relay Type B : Manufacturer _____ Part Number _____

Relay Type C : Manufacturer _____ Part Number _____

4. Provide photos and dimensions of each type and size of panel currently installed. Interior panel dimensions are preferred.

Panel Type A : (H x W x D) _____ Panel Type B : (H x W x D) _____

Panel Type C : (H x W x D) _____ Panel Type D : (H x W x D) _____

5. Provide photos of the area around the panel. This information will be used to determine if an accessory devices or equipment need to be accounted for in the scope of work.
6. Provide an electronic copy of the original system as-built drawings, shop drawings, and/or O&M.

Project / Site Survey Checklist (Cont.)

7. Provide photos of each type of low voltage switch. Only include photos of switches that are part of the system. Line voltage switches and/or dimmers that are installed in controlled areas should only be provided if they are included in the scope of work.

Be sure to include the following:

- a. Photos of each type of switch, showing the faceplate and ganging
- b. Photos of each type of switch, showing the back of the switch and the wiring terminations (If the terminations are not typical include a photo of any unique wiring.)
- c. Manufacturer and part number of each type of low voltage switch

Switch Type A : Manufacturer _____ Part Number _____

Switch Type B : Manufacturer _____ Part Number _____

Switch Type C : Manufacturer _____ Part Number _____

Switch Type D : Manufacturer _____ Part Number _____

Switch Type E : Manufacturer _____ Part Number _____

Switch Type F : Manufacturer _____ Part Number _____

8. Provide photos of each type of low voltage occupancy sensor. Only include photos of occupancy sensors that are part of the system. Line voltage occupancy sensors that are installed in controlled areas should only be provided if they are included in the scope of work.

Be sure to include the following:

- a. Photos of each type of occupancy sensor, showing the face of the sensor
- b. Photos of each type of occupancy sensor, showing the back of the sensor and the wiring terminations (If the terminations are not typical include a photo of any unique wiring.)
- c. Manufacturer and part number of each type of low voltage occupancy sensor

Sensor Type A : Manufacturer _____ Part Number _____

Sensor Type B : Manufacturer _____ Part Number _____

Sensor Type C : Manufacturer _____ Part Number _____

Sensor Type D : Manufacturer _____ Part Number _____

Sensor Type E : Manufacturer _____ Part Number _____

Sensor Type F : Manufacturer _____ Part Number _____

9. Provide photos of each type of light sensor. Only include photos of light sensor that are part of the system. Line voltage light sensor that are installed in controlled areas should only be provided if they are included in the scope of work.

Be sure to include the following:

- a. Photos of each type of light sensor, showing the face of the sensor
- b. Photos of each type of light sensor showing the back of the sensor and the wiring terminations (If the terminations are not typical include a photo of any unique wiring.)
- c. Manufacturer and part number of each type of light sensor

Sensor Type A : Manufacturer _____ Part Number _____

Sensor Type B : Manufacturer _____ Part Number _____

Sensor Type C : Manufacturer _____ Part Number _____

Project / Site Survey Checklist (Cont.)

10. Provide a written control sequence describing the systems intended operation.

11. Provide a scope of work statement to help us better understand the desired outcome and project time line.

Project / Site Survey Checklist (Cont.)

	Panel ID	Associated Pictures	Relays Capacity/Used/Spare	Analog Outputs Capacity/Used/Spare	Analog Inputs Capacity/Used/Spare	Digital Inputs Capacity/Used/Spare	Comments
1							
2							
3							
4							
5							
6							
7							
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10							
11							
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13							
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20							

Submitting this Form

Upon completion please submit this form using one the following means:

Email: customerservice@brtint.com

Fax: 770-790-4883