

Administration

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Production and Delivery

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die HightechManufaktur

Checklist for planning a light installation

Client / Company

Name _____
Address _____
Telephone _____
E-Mail _____

Project

Name _____
Location _____
Short description _____

Developer (if different from Client / Company)

Name _____
Address _____
Telephone _____
E-Mail _____

Building

Existing Year of construction: _____
 New construction Date of completion: _____
 Renovation Date of completion: _____

Use: private semi-commercial commercial public building

Special considerations (e.g.: Historic preservation): _____

Number of rooms _____ Number of pages in the room schedule book * _____

*** PLEASE FILL OUT THE FOLLOWING "ROOM SCHEDULE" FORM !**

(Please fill out an individual Room Schedule form for each room to be planned)

Drawings

Are drawings available? yes no
(Plans, Elevations, Sections to scale or dimensioned, ideally with furnishings and existing electrical connections)
or sketches yes no
or photos yes no

If no drawings are available: Please request them if necessary and depending on the complexity of the project.

Requested from Mr. / Ms. _____

Appointments

with the client _____
with the developer _____
with Mawa Design _____

Room Schedule



Room

Room number _____
Room description _____
Room size (L x W) _____ x _____ m
Room height _____ m
Surface finishes (color / material: e.g. light wood, white plaster, painted pigeon blue)
Floor _____
Walls _____
Ceiling _____
Interior style _____
Room usage (e.g. Foyer, Corridor, Stairwell, Office, Toilet, etc.) _____

Lighting requirements

Which activities / visual tasks will take place in the room?
(e.g. filing / copying, reading / writing, computer work, technical drawing, conference, reception, etc.)

Are there norms, workplace guidelines or protection standards to be complied with and if so, which ones?
 yes no

Preferred lighting type

Luminaire type (e.g. track lighting, recessed ceiling lights, surface-mounted wall lights, etc.):

Series (e.g. FBL, Wittenberg, etc.):

Preferred lamp type (e.g. Halogen, LED, etc.)

Reason: _____

Existing structural prerequisites in room

How are the ceiling and walls constructed? (e.g. concrete, suspended plasterboard ceiling, stucco ceiling, etc.)

Which method is preferred / required for attaching luminaries?

- Track-lighting Recessed Surface-mounted Suspended
 Recessed max. recessed depth _____ cm
 Surface-mounted

Existing electrical components in room

Electrical connections existing can be newly installed

When existing, how many wires do the cables have? _____

Is a track system already installed? yes no

When yes, from which manufacturer?

(We recommend Eutrac.) _____

When yes, what type?

(e.g. 3-phase, DALI, etc.) _____

Does the building have an existing BUS-control system? yes no

Will a BUS-control system be installed? yes no

Special preferences or wishes of the client
