



Checklist

Step-by-step project management
Part 2: Handover



Checklist for handover of an electrical installation with KNX

Task	Executed			Remarks
	Yes	No	Not required	
1) Visual Inspection				
All branch and connection boxes closed				
Connections for customer's on-site lights are at least insulated or fitted with a temporary lampholder				
All push-buttons are labelled as specified by customer and have been cleanly and securely fitted				
Distribution boards are fully labelled and cleaned				
Distribution diagrams with distribution boards				
Bus components including push-buttons are labelled with the physical address				
Network sockets are labelled				
System and equipment descriptions and operating instructions are provided in a separate folder				
Maintenance documents, plans, diagrams and specifications are also provided in a separate folder				
System documentation left with customer				
2) Functional Check				
Installation checked and all measurements performed (E-CHECK, network, etc.)				

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Lighting, dimmers, blinds, central switch-off, scenarios, etc. checked for correct functioning				
Window contacts checked				
Intercom checked				
Interfaces with third-party systems checked (music, alarm, ventilation, etc.)				
Room-specific calibration of room temperature controllers				
3) Customer Induction				
Customer briefed on the installation				
Customer briefed on the location of specific devices, e.g. wind sensors, central controls, etc.				
Customer briefed on safety/security applications and alarm control point				
Switching, dimming and blind functions explained to customer				
Content and navigation of touch panel menus and visual displays explained				
Customer briefed on setting of timers and operation of other customer-relevant functions, e.g. calling up and saving of scenarios				
Customer briefed on operation of room temperature controllers and other room control panels				



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	Yes	No	Not required	
Customer action in case of bus/supply voltage failure and restoration discussed				
Further issues relating to the installation raised by the design engineer/system integrator				

4) Handover of System

Handover of project software, system documentation and all manuals				
One-off subsequent programming after approx. 3 months arranged for (date)				
Customer service telephone number given to customer, maintenance contract signed				
Acceptance report signed as per the specifications or DIN 18015 Part 4				

Date and signature, installer:

Date and signature, customer/user:

Notes:

