Project Name and Address	**Authority Having Jurisdiction**
Name: Project Name	Enforcement Agency: Agency
Address: Project Address	Permit Number: Permit Number
City, Zip Code: City, Zip Code	Permit Application Date: Date

☐ Construction inspection and functional testing comply ☐ Does not comply	Date Submitted to AHJ: Date

Intent:	This document is used to demonstrate compliance with acceptance requirements in §130.4(a)4, §160.5(e)1D and Reference Nonresidential Appendix NA7.6.2 for shut-off lighting controls. Attach additional sets of pages 1 through 8, as required, for all controls that must be tested.

Indicate all types of shut-off controls tested for this project

☐	Automatic time switch lighting controls (Tables A-1 and B-1 of this document should be completed)
☐	Occupant sensing lighting controls (including occupant sensors, partial-ON occupant sensors, partial-OFF occupant sensors, and/or vacancy sensors) (Tables A-2 and B-2 of this document should be completed)
☐	Multi-zone occupant sensing lighting controls in office spaces larger than 250 square feet (Tables A-2 and B-3 of this document should be completed)

Automatic Time Switch Lighting Controls

Table A-1: Automatic Time Switch Lighting Controls Construction Inspection

Step	Entry	Item	Code Reference
1	☐	The automatic time switch controls are shown on plan documents and are installed.	NA7.6.2.5(a)
2	☐	Automatic time switch controls are programmed with acceptable weekday, weekend, and holiday (if applicable) schedules.	NA7.6.2.5(b) §110.9(b)1Aii §130.1(c)1A §130.1(c)4 §160.5(b)4Cia §160.5(b)4Civ
3	☐	Document weekday, weekend, and holidays schedules, as well as all set-up and preference program settings.	NA7.6.2.5(c)
4	☐	The correct time and date are properly set in the automatic time switch controls.	NA7.6.2.5(d)
5	☐	The battery backup (if applicable) is installed and energized.	NA7.6.2.5(e) §110.9(b)1
6	☐	Manual override time limit is set to no more than 2 hours, **OR** The automatic time switch control's manual override time is exempt from the 2-hour limit.	NA7.6.2.5(f) §110.9(b)1Ai §130.1(c)3B §160.5(b)4Ciiib

Step	Entry	Item	Code Reference
7	☐	Manual override switches located remotely from area with controlled luminaires allow the user to see the controlled luminaires or have a visual signal or display showing the current state of the controlled luminaires.	NA7.6.2.5(g) §130.1(c)3A §130.1(a) §160.5(b)4Ciiia §160.5(b)4A
N/A	☐ Pass ☐ Fail	Construction Inspection Compliance.	N/A

Table B-1: Automatic Time Switch Lighting Controls Functional Testing

Building: Enter Value	Floor: Enter Value	Room: Enter Value	Control/tag: Value

Step	Entry	Functional Test	Code Reference
1	No Entry	**Occupied Test**. Simulate occupied condition in the controlled space.	NA7.6.2.6(a)
1.1	☐ Yes ☐ No	The automatic time switch control turns on the controlled lighting.	NA7.6.2.6(a)1
2	No Entry	**Unoccupied Test**. Simulate an unoccupied condition in the controlled space.	NA7.6.2.6(b)
2.1	☐ Yes ☐ No	The automatic time switch control turns off all controlled lighting.	NA7.6.2.6(b)1 §130.1(c)1A §160.5(b)4Cia
2.2	☐ Yes ☐ No	For the area controlled by an automatic time switch control with a configured automatic holiday shut-off, the controlled lighting can be turned off automatically by the holiday shut-off, **OR** the automatic time switch control is exempt from incorporating an automatic holiday shut-off.	NA7.6.2.6(b)2 §110.9(b)1Aii §130.1(c)4 §160.5(b)4Civ
2.3	☐ Yes ☐ No	For the area controlled by an automatic time switch control with a time override located in and for the area, the lighting can be turned on manually by initiating the time override. The lighting is configured to remain on for no more than 2 hours **OR** the area is exempt from the 2-hour time override limit.	NA7.6.2.6(b)3 §110.9(b)1Ai §130.1(c)3B §160.5(b)4Ciiib
N/A	☐ Pass ☐ Fail	Functional Testing Compliance.	N/A

Occupant Sensing Lighting Controls

Table A-2: Occupant Sensing Lighting Control Construction Inspection

Step	Entry	Item	Code Reference
1	☐	The occupant sensing lighting controls are shown on plan documents and are installed.	NA7.6.2.1(a)
2	☐	Occupant sensing lighting control is installed per manufacturer's instructions to minimize false triggering – such as to install an occupancy sensor away from HVAC diffusers to avoid probable false triggering.	NA7.6.2.1(c)
N/A	☐ Pass ☐ Fail	Construction Inspection Compliance.	N/A

Table B-2: Occupant Sensing Lighting Control Functional Testing

Building: Enter Value	Floor: Enter Value	Room: Enter Value	Control/tag: Value

Step	Entry	Functional Test	Code Reference
N/A	☐ Yes ☐ No	Control is representative of sample. If sampling method is used, attach a page listing untested controls in sample.	NA7.6.2.2
1	No Entry	**Unoccupied Test**. Simulate an unoccupied condition in the controlled space.	NA7.6.2.3(a)

Step	Entry	Functional Test	Code Reference
1.1	☐ Yes ☐ No	The occupant sensing control turn the controlled lighting off or partially off, if applicable, in 20 minutes or less from start of an unoccupied condition. In addition: For partial-on occupant sensing controls, occupant sensing controls and vacancy sensing controls, the controlled lighting is turned off in unoccupied condition. In the partial off state, partial OFF occupant sensing controls automatically reduce lighting power by at least 50 percent, **OR**: • For warehouses with metal halide or high-pressure sodium lighting, automatically reduce lighting power by at least 40 percent. • For aisle ways and open areas in warehouses in which the installed lighting power is 80 percent or less of the value allowed under the Area Category Method, automatically reduce lighting power by at least 40 percent. • In corridors and stairwells that provide access to guestrooms in hotel/motels in which the installed lighting power is 80 percent or less of the value allowed under the Area Category Method, automatically reduce lighting power by at least 40 percent. For parking garages, parking areas, and loading and unloading areas, occupant sensing controls have at least one control step between 20 to 50 percent of design lighting power, **OR** Occupant sensing controls for metal halide luminaires with a lamp plus ballast mean system efficacy of 75 lumens per watt, in parking garages, parking areas, and loading and unloading areas, have at least one control step between 20 to 60 percent of design lighting power.	NA7.6.2.3(a)1 §110.9(b)4A §130.1(c)6A-C §130.1(c)7A §160.5(b)4Cvia §130.1(c)7B §160.5(b)4Cvii b
2	No Entry	**Occupied Test**. Simulate an occupied condition in the controlled space.	NA7.6.2.3(b)
2.1	☐ Yes ☐ No	Status indicator or annunciator operates correctly.	NA7.6.2.3(b)1 §110.9(b)4C

Step	Entry	Functional Test	Code Reference
2.2	☐ Yes ☐ No	Immediately upon an occupied condition: • The occupant sensing control or partial off occupant sensing control turns on controlled lighting; **OR** • The vacancy sensing control indicate a space is occupied and the controlled lighting can be turned on manually; **OR** • The partial-on occupant sensing controls automatically turns on the controlled lighting at between 50 to 70 percent of controlled lighting power. After the partial-on stage, manual switches can be activated to turn on the controlled lighting at full controlled lighting power.	NA7.6.2.3(b)2 §130.1(c)5A §160.5(b)4Cva
N/A	☐ Pass ☐ Fail	Functional Testing Compliance.	N/A

Table B-3: Multi-Zone Occupant Sensing Lighting Controls Functional Testing

Building: Enter Value	Floor: Enter Value	Room: Enter Value	Control/tag: Value

Step	Entry	Functional Test	Code Reference
N/A	☐ Yes ☐ No	Control is representative of sample. If sampling method is used, attach a page listing untested controls in sample.	NA7.6.2.2
1	No Entry	**Occupied Control Zone Test**. Simulate an occupied condition in the control zone controlled by the occupant sensor.	NA7.6.2.4(a)
1.1	☐ Yes ☐ No	Immediately upon occupancy of the control zone, the occupant sensors turn on controlled lighting.	NA7.6.2.4(a)1
1.2	Enter Value	Enter the illuminance value in footcandles (fc) measured at a location in the control zone where the controlled lighting is at full light output or designed light output if it has been documented that dimming luminaires have been intentionally tuned to less than full output and the design illuminance levels are provided. Informational note: Automatic daylighting controls may need to be temporarily overridden to achieve full or designed light output for the test.	NA7.6.2.4(a)2
1.3	☐ Yes ☐ No	Signal sensitivity is adequate to achieve desired control.	NA7.6.2.4(a)3
1.4	☐ Yes ☐ No	Status indicator or annunciator operates properly.	NA7.6.2.4(a)4 §110.9(b)4C

Step	Entry	Functional Test	Code Reference
2	No Entry	**Unoccupied Control Zone Test**. Simulate an unoccupied condition in the control zone controlled by the occupant sensor. Confirm that at least one other control zone within the office space is occupied.	NA7.6.2.4(b)
2.1	☐ Yes ☐ No	The occupant sensor uniformly reduces light output of the controlled lighting in 20 minutes or less from the start of the unoccupied condition in the control zone.	NA7.6.2.4(b)1 §130.1(c)6Dii §160.5(b)4Cvib II
2.2	Enter Value	Enter the illuminance value during unoccupancy in footcandles (fc) measured at the same location as in Step 1.2.	NA7.6.2.4(b)2
2.3	Enter Value	Calculate the ratio of the illuminance during unoccupancy to the illuminance at full or designed light output in %. ([Step 2.2 / Step 1.2] x 100)	NA7.6.2.4(b)2
2.4	☐ Yes ☐ No	The ratio of illuminance from Step 2.3 is no more than 20%.	NA7.6.2.4(b)2 §130.1(c)6Dii §160.5(b)4Cvib II
2.5	☐ Yes ☐ No	The occupant sensing control does not trigger a false on from movement outside of the control zone or from HVAC operation. Informational note: The field of view of occupant sensors in the adjacent control zones in office spaces larger than 250 square feet may overlap, but the field of view should stay away from an adjacent enclosed space that is not part of the office space, like conference rooms, and private offices.	NA7.6.2.4(b)3
2.6	☐ Yes ☐ No	Signal sensitivity is adequate to achieve desired control.	NA7.6.2.4(b)4
3	No Entry	**Control Zone Size Test**. Follow the procedures described in either Method 1 (Steps 3.1 – 3.1.3) **OR** Method 2 (Steps 3.2 – 3.2.4)	NA7.6.2.4(c)

Step	Entry	Functional Test	Code Reference
3.1	No Entry	**Method 1**: Simulate an unoccupied condition in the control zone controlled by the occupant sensor while standing in an adjacent control zone. Determine the "edge" of the control zone controlled by the occupant sensor by moving toward the occupant sensor until the lights controlled by the occupant sensor turn on to simulate an occupied condition for that control zone. Informational note: While moving toward the occupant sensor, making additional movements, motions, or sounds may be necessary to trigger the occupant sensor.	NA7.6.2.4(c) Method 1
3.1.1	Enter Value	Enter the distance in feet (ft) measured from the "edge" of the control zone to the spot that is directly below the occupant sensor. This is the radius of the control zone.	NA7.6.2.4(c) Method 1
3.1.2	Enter Value	Calculate the area (in ft^2) of the control zone by using the formula: Area = 3.14*radius^2.	NA7.6.2.4(c) Method 1
3.1.3	☐ Yes ☐ No	The area of the control zone (Step 3.1.2) is less than or equal to 600 square feet.	NA7.6.2.4(c) Method 1 §130.1(c)6Di §160.5(b)4Cvib I
3.2	No Entry	**Method 2**: Simulate an unoccupied condition for the entire office space.	NA7.6.2.4(c) Method 2
3.2.1	Enter Value	Walk through the space and count the number of zones of lighting that turn on automatically. Enter the number of zones that turn on automatically.	NA7.6.2.4(c) Method 2
3.2.2	Enter Value	Enter the area of the office space (in ft^2) from construction plans or from other information source such as construction documents or Nonresidential Certificates of Compliance (NRCCs).	NA7.6.2.4(c)2 Method 2
3.2.3	Enter Value	Divide the area of the office by the number of zones. Enter the value in square feet. This calculated value is the assessed control zone size.	NA7.6.2.4(c)3 Method 2
3.2.4	☐ Yes ☐ No	The area of the control zone is less than or equal to 600 square feet.	NA7.6.2.4(c)4 Method 2 §130.1(c)6Di §160.5(b)4Cvib I

Step	Entry	Functional Test	Code Reference
4	☐ Yes ☐ No	**Unoccupied Office Test**. Simulate an unoccupied condition in all control zones controlled by all occupant sensors in the office. In 20 minutes or less from the start of the unoccupied condition of the entire office, all controlled lighting in the office is turned off.	NA7.6.2.4(d) §130.1(c)6Diii§ 160.5(b)4CvibI II
N/A	☐ Pass ☐ Fail	Functional Testing Compliance.	N/A

Declaration Statement	Signatory
Document Author I assert that this Certificate of Acceptance documentation is accurate and complete.	Name Company Name Author Signature Date Signed
Field Technician I certify the following under penalty of perjury, under the laws of the State of California: The information provided on this Certificate of Acceptance is true and correct. I am the person who performed the acceptance verification reported on this Certificate of Acceptance (Field Technician). The construction or installation identified on this Certificate of Acceptance complies with the applicable acceptance requirements indicated in the plans and specifications approved by the enforcement agency, and conforms to the applicable acceptance requirements and procedures specified in Reference Nonresidential Appendix NA7. I have confirmed that the Certificate(s) of Installation for the construction or installation identified on this Certificate of Acceptance has been completed and signed by the responsible builder/installer and has been posted or made available with the building permit(s) issued for the building.	Name Company Name ATT No.: ATT Cert. No. Title Phone Signature Date Signed
Responsible Person I certify the following under penalty of perjury, under the laws of the State of California: I am the Field Technician, or the Field Technician is acting on my behalf as my employee or my agent and I have reviewed the information provided on this Certificate of Acceptance. I am eligible under Division 3 of the Business and Professions Code in the applicable classification to accept responsibility for the system design, construction or installation of features, materials, components, or manufactured devices for the scope of work identified on this Certificate of Acceptance and attest to the declarations in this statement (responsible acceptance person). The information provided on this Certificate of Acceptance substantiates that the construction or installation identified on this Certificate of Acceptance complies with the acceptance requirements indicated in the plans and specifications approved by the enforcement agency, and conforms to the applicable acceptance requirements and procedures specified in Reference Nonresidential Appendix NA7. I have confirmed that the Certificate(s) of Installation for the construction or installation identified on this Certificate of Acceptance has been completed and is posted or made available with the building permit(s) issued for the building. I understand that a completed, signed copy of this Certificate of Acceptance shall be posted, or made available with the building permit(s) issued for the building, and made available to the enforcement agency for all applicable inspections, and I will take the necessary steps to ensure this requirement is accomplished. I understand that a signed copy of this Certificate of Acceptance is required to be included with the documentation the builder provides to the building owner at occupancy, and I will take the necessary steps to ensure this requirement is accomplished.	Name Company Name Lic. No.: License No. Title Phone Signature Date Signed