

Automation Project Checklist - for FFI Actuators for Vents (windows, skylights, curtain-wall vents)

All information on checklist must be completed—if not, only a preliminary quote for budgetary purposes can be given.

1. Customer Information

Company Name _____

Address _____

City, State Zip _____

Contact name _____

Phone _____

Email _____

Website _____

Enter as much information and detail as possible for all questions. If extra room is needed, add attachments.

2. Project Information – Sharing contacts and information between all parties on a job is necessary for a successful project.

Project Name _____ ☐ Commercial/Institutional or ☐ Residential

Project Location _____

Architect _____ phone _____ email _____

General Contractor _____ phone _____ email _____

Glazing Contractor _____ phone _____ email _____

Window Supplier _____ phone _____ email _____

Curtain Wall Supplier _____ phone _____ email _____

Electrical Contractor _____ phone _____ email _____

Building Automation _____ phone _____ email _____

Other _____ phone _____ email _____

3. Project documents, specifications & drawings – check all that are available to share with FFI (please send attachments)

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Window CAD files | <input type="checkbox"/> Product/Actuator specs | <input type="checkbox"/> Floor plans | <input type="checkbox"/> Elevations |
| <input type="checkbox"/> Proposed installation diagram | <input type="checkbox"/> Wiring diagrams | <input type="checkbox"/> Proposed actuator group layout | <input type="checkbox"/> Electrical plans |
| <input type="checkbox"/> Fire Alarm System (FAS) specs | <input type="checkbox"/> Integrated Building Automation (BAS/BMS) specs | | |

4. Goals of automation project ☐ Natural Ventilation ☐ Smoke & Heat Extraction ☐ Both

5. Type of vents to be automated – check all that apply

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Awning/top-hung sash | <input type="checkbox"/> Hopper/bottom-hung sash | <input type="checkbox"/> Casement/side-hung sash | <input type="checkbox"/> Parallel projecting sash |
| <input type="checkbox"/> Skylight/top hinged | <input type="checkbox"/> Skylight/side hinged | <input type="checkbox"/> Skylight/sliding roof window | <input type="checkbox"/> Curtain wall |

6. Window maker/brand, model _____

7. Window material ☐ aluminum ☐ vinyl ☐ wood ☐ other _____

8. Type of hinges (butt, 4-bar loose rivet, etc) _____

9. Is there a specified distance that the window / chain should open? _____

10. Total number of vents to be automated _____

11. Type of Direct Digital Control System (DDS) if applicable – Building Automation System (BAS), Building Management Systems (BMS, BACnet/Modbus, LON, or other), Home Automation System, Heating/Ventilation/Air Conditioning Systems (HVAC), or other _____

12. Groups—a group is a set of windows controlled simultaneously. Indicate total number of groups and vents in each group.

Group number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
# of vents in each group															

13. Size of vents (W x H) _____

14. Weight of sash or glass unit (total or per sq ft) _____

15. Do you know where the actuators will be mounted? (mounting affects the type of brackets that should be used)

☐ on sash ☐ on frame ☐ on wall surface ☐ inside frame or curtain wall ☐ don't know

16. Will screens be used? (actuators can be used with screens; it may affect how actuators should be mounted) ☐ No ☐ Yes

17. Will any motorized vents be lower than 8 feet from the floor? ☐ No (None below 8') ☐ Yes (some or all below 8')
 Motorized vents below 8 feet (2.5 meters) will require the addition of code-approved safety apparatus to protect occupants.

18. Actuator voltage supply preferred ☐ 24V DC low-voltage ☐ 110V AC line current ☐ No preference

19. Actuator color ☐ Gray/Silver ☐ White ☐ Black ☐ Custom color, state RAL # _____ (min quantity & charge applies)

20. Signal feedback to confirm if the window is in closed or open position, indicate requirements.

☐ Open position feedback ☐ Closed Position feedback ☐ Both Open and Closed feedback ☐ None

21. Are Weather Sensor(s) desired? (optional) ☐ Rain ☐ Wind ☐ Temperature ☐ None

22. System Control – Check the option(s) desired to control the actuator system. If more than one control method/location will be used, indicate order of priority for controlling the system:

<input type="checkbox"/> Wall Switch	Priority: _____
<input type="checkbox"/> Remote Control (Hand-held, range 30 ft)	Priority: _____
<input type="checkbox"/> Weather Sensors	Priority: _____
<input type="checkbox"/> Building Management or Home Automation System	Priority: _____

23. Product delivery required by: (date) _____

Functional Fenestration Inc Policies:

- FFI recommends only UL compliant project components.
- Before placing orders, review FFI Terms and Conditions (available at www.fenestration.net).
- Before placing orders for FFI Actuators, read appropriate FFI Data Sheet(s) and Installation/Maintenance Guide(s).
- Technical documents including CAD drawings, force calculator, and more are available from FFI.
- FFI payment terms for Special Orders: 50% deposit non-refundable at order placement; 50% balance due before delivery of product.
- On-site project visits for planning or installation review by FFI staff available for \$500/day consulting fee, plus travel & expenses.
- FFI is a material supplier—not a project sub-contractor. Project specs to comply with electric & building codes—for wire connections, wire run distance, wire gauge, conduits, junction boxes—must be confirmed by project electrical contractors.

FFI looks forward to working with you on your project. Please contact us for further assistance.

After completing this form, save and email to sales@fenestration.net or print and fax to 323-242-3824.