

EXTERNAL PROJECT KICK-OFF MEETING

Date: _____
Project Name: _____
Opportunity ID: _____
Site Address: _____

Meeting Attendees:

Building Owner / Owner _____
Rep: General Contractor: _____
Architect: _____
Glazier: _____
Low Voltage Electrician: _____
View Project Manager: _____
Account Executive: _____

I. GENERAL INTRODUCTION

- General Function/ Features, Benefits, and Control Options
- IGU Technical Overview
- View Controls Architecture Overview
- Technical Bulletin: Remote Connection Requirements

II. BASIS OF DESIGN/ DYNAMIC GLASS SCOPE CONFIRMATION

- Architectural Scope
 - Quote/ Sales Review
 - Dynamic Glass Locations (Confirm on elevation drawings)
 - Confirm current Architectural drawing set and/or Glazier shop drawing set
 - Communicate/ coordinate with Architect and/or Glazier mark lds on shop drawings should match View interconnects drawings
 - Control Options: (View App, compatible with iOS and Android devices)
 - BMS Integration?
 - If yes, what is the BMSManufacture?
 - Zoning: All to be noted or confirmed on elevation drawings, if not shown on Architect or Glazier shop drawings.
 - Intelligence Zones (proposed)
 - Furniture Plans
 - Submit Request for Information (RFI) to Owner/ Design Team if applicable

III. PROJECT TEAM ROLES & RESPONSIBILITIES

- View
 - Design Assistance & Project Management
 - View 'Project Manager' is View's main point of contact
 - Training and Product Introduction on View system architecture (Controls, Software, & Services)
 - General Install Training, Best Practice Guidance, View Install Compliance Inspections
 - Example Cable Routing Details/ Best Practice Recommendations
 - Review of Glazier and LV Electricians cable routing and desired hardware locations, (confirmation of compliance with View design requirements)
 - Provide an 'Interconnect Drawing' (wiring schematic) and Bill of Materials (BOM), based on the Glazier and LV Electrician's confirmed cable lengths, desired cable routing and their verified hardware locations
 - Confirm if Plenum Rated Cable is required (location and lengths)
 - Assist Owner, GC, and Contractor throughout the design, material procurement, installation, commissioning, and closeout phases of project
 - Provide Standard IGU Packaging & Shipping SOP to Glazier
 - Controls Material Procurement
 - Glass Order
 - Receive, verify and submit Glazier's confirmed glass sizes and glass make up to View Factory
 - Coordinate glass shipments (phases) & logistics between View Factory and Glazier
 - Confirm Glazier and LV Electrician's Bill of Materials
 - Kit and ship Bill of Materials directly from View
 - Commissioning, System Start-up, Owner Training
 - Warranty Certification
- Glazier
 - Cable and View Hardware Design
 - Provide window frame shop drawings to View (CAD format preferred)
 - Mark-up shop drawing to show preferred routing of View controls cabling and each required cable length
 - Coordinate cable routing and window frame cable exit locations with Low Voltage Contractor
 - Determine locations of View window controllers (if not done by LV Electrician)
 - Review and verify View interconnect drawing cable routing and cable lengths
 - Glass (IGU) Specifications and Order
 - Confirm Make-up: Glass Type, Strength, Tinted Glass, Laminate, OA Dimensions
 - Glass size confirmation
 - Submittals
 - Submit View product sheets to GC as required
 - Submit View Glass samples to GC as required
 - Integrate View interconnect drawing into glazing system 'shop drawing' and submit to GC as required/needed
 - Installation
 - View IGUs (Insulated Glass Units), control cables, and operable power transfers
 - Prep Frames (drill holes, install grommets) as need to route View cable
 - Glaze View glass and complete and verify all cable connections made with frames
 - Test cable connections as needed to identify any electrical shorts
 - Notify View on As-Built or any changes to cable routing or cable dimensions on View interconnect drawings

- Low Voltage Electrician
 - Cable and View Hardware Design
 - Mark-up drawing to show preferred routing of View controls cabling and each required cable length.
 - Coordinate cable routing to window frame cable exit locations with Glazier
 - Determine locations of View window controllers (if not done by Glazier), View control, sky sensor and View Control Panel
 - Review and verify View interconnect drawing cable routing and cable lengths
 - Submittals
 - Submit View product sheets to GC as required
 - Installation
 - View controls, and hardware
 - Installation of all cables and hardware
 - Test cable connections as needed to identify any electrical shorts
 - Notify View and provide as-built redlines for any changes to window controller locations, cable routing or cable dimensions on View interconnect drawings
- General Contractors
 - Provide Architectural Drawings to View (CAD format preferred).

IV. PROJECT SCHEDULE AND MATERIAL LEAD TIMES

- Standard lead times for Glass
- Standard lead times for Design Confirmation & View interconnect drawings / BOM
- Standard lead times for Controls

V. VIEW COMMISSION AND CLOSEOUT

- View Field Service Engineer Schedule
- Expected Intelligence
Performance Commissioning
duration

VI. POTENTIAL ISSUES/ AREAS OF CONCERN?

- Expectations
- Questions

COMMON QUESTIONS TO RESOLVE (View PM Notes)

1. Is there a project schedule available to review? Have there been established "Drop Dead" dates for Glass and/or controls installation that we will want to work with and try to meet?
2. Have there been any drawing updates, or has the latest version of the project drawings been made available for review? What is the latest drawing revision? Is there an online location where the latest revision document is stored?
3. Will the controls be installed free air through construction system or is cabling required to be in conduit? Plenum Rated system required?
4. Have main control panel or LV Closet locations been identified? Have cable paths and individual window controller locations been reviewed? Individual window controllers need to be accessible for further access by non-destructive means as needed. Have cable length restrictions been reviewed?
5. Is there an expected date of when the window frame shop drawings are to be completed?
6. Have glass sizes been determined? When will they be available?
7. Where will the glass and controls material be shipped to? Jobsite or Warehouse? Address? Phased Deliveries?
8. Has View Shipping SOP been reviewed?
9. Have any zoning or window control plans been discussed? Has the sky sensor location been determined?
10. Who will be responsible for the controls installation? Where will the delineation in scope between the work installed by the Glazier and the LV Electrician be placed? Has this scope of work been defined and confirmed? Can you provide contact information for the controls installer if it will not be within the Glazier's scope of work?