

**Administration**

Neu-Langerwisch 36 / Palmhof  
14552 Langerwisch / Potsdam

**Production and Delivery**

Ebereschenring 12  
14554 Seddiner See

E-Mail: info@mawa-design.de



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

\_\_\_\_\_