roman fountains®
America's Fountain Company!℠

START-UP/SITE VISIT POLICY & PROCEDURES

WHAT WE WILL DO AT THE JOBSITE:

1. Inspect all equipment furnished by us for proper item and quantity and identify and document any obvious/critical damage that requires replacement before system can be operated.
2. Inspect all equipment furnished by us for proper installation, location and orientation per the approved shop drawings
3. Energize/power up all equipment furnished by us by means of the switches on the control panel(s) we furnished. (*)
4. Adjust and set any valves we furnish to obtain the specified spray heights and flow volumes. (*)
5. Adjust and set any PLC, VFD, and time clock equipment we furnish.
6. Verify, record and document fountain performance as it pertains to the approved plans and specifications
7. Provide verbal advice and instruction on any corrective action pertaining to the fountain as it relates to the equipment we furnish.
8. Provide Owner/Operator training on equipment we furnish, including a review of the Operations and Maintenance Manuals furnished.
9. Provide a written report of the site visit inspection and include any 'punch list' items requiring corrective action as it pertains to the fountain plans and specifications.

NOTE: (*) If we did not furnish the control panel(s) and/or the valves for the fountain we will not operate or adjust them. The supplier of these component items will be responsible for proper function, operation and adjustment.

WHAT WE WILL NOT DO AT THE JOBSITE:

1. Install, assemble, disassemble or re-assemble any equipment.
2. Perform any plumbing (including fixing leaks) or electrical work for/on any equipment.
3. Flush and/or clean any piping, nozzles, fittings, strainers or other fountain equipment.
4. Clean the pool(s) or water storage tanks/reservoirs
5. Fill the pool(s) or water storage tanks/reservoirs
6. Empty the pool(s) or water storage tanks/reservoirs
7. Re-fill the pool)s) or water storage tanks/reservoirs
8. Enter the pool(s) or water storage tanks/reservoirs, whether empty or filled
9. Clean the pump room(s), (including our direct-burial pre-fab vaults)
10. Install any filter media or chemicals into any equipment
11. Install or replace any light bulbs (lamps) in any light fixtures
12. Install (pour) or remove any junction box potting compound
13. Turn on the main power distribution feeder to the fountain control panel(s)
14. Remove or replace any pavers or grating systems in order to access equipment for inspection
15. Attempt to operate or troubleshoot any equipment we did not furnish
16. Comment on any labor/union issues or disputes on the jobsite
17. Comment on whether the installation meets any/all codes, electrical, plumbing or otherwise. **(*)**

NOTE: (*) Any and all required agency inspections shall be complete and certified approved prior to arrival on site

ROMAN FOUNTAINS CORPORATION • P.O. DRAWER 10190 • ALBUQUERQUE, NM 87184
1-800-794-1801 • FAX: 505-343-8086/505-343-0029 • www.romanfountains.com

In order to expedite final checkout and adjustment of Roman Fountains equipment, Roman Fountains requires all of the following items to be completed and verified in writing, as applicable, prior to scheduling of any travel by factory start-up personnel.

1. ___Buyer shall pay cost of site visit in full in advance of travel as itemized in a separate quotation. The per diem cost is $750 per eight-hour day, per technician, plus travel, meal and lodging expenses with three-day minimum required, paid in advance of travel.
2. ___All electrical connections shall be made and continuity tested by installing electrician for proper function.
3. ___All underwater lighting shall be installed, lamped, and flash tested. Any burned out lamps shall be replaced and re-tested at buyer's expense.
4. ___All underwater junction boxes shall be wired, continuity tested, and sealed with approved potting compound, as per the latest edition of NEC article 680. Any GFCI breaker trip problems shall be identified and corrected. Defective breakers shall be identified and replaced.
5. ___Pump and filter motors shall be power tested to insure proper impeller rotation at specified voltage/phase. Rotation shall be corrected if necessary. Leaking pump seals shall be replaced.
6. ___Electronic water level control and/or low water cut-off control equipment shall be installed with probes set to proper water level, and wired for correct operation in accordance with system wire diagrams.
7. ___All hydraulic (and pneumatic lines if installed) and fittings shall be pressure tested for leaks, repaired as necessary, and flushed clean. Basket strainers and check valves shall be checked and cleaned as required to remove any construction debris accumulation.
8. ___All nozzles, jets, manifolds, headers, and spray apparatus shall be installed in strict accordance with Roman Fountains shop/installation drawings and details, and flushed of debris as required. (See special instructions for "Roman Arch" laminar stream and Patriot/Space Pod nozzles).
9. ___Direct-burial pump vaults or mechanical equipment rooms, shall be thoroughly cleaned of debris, inspected for damage, and tested for electrical integrity, inspected for leaks, and repaired if necessary before starting any equipment. Roman Fountains is not responsible for any vault or mechanical room flooding.
10. ___Filter system, when supplied, shall be filled to proper level with correct sand media and tank cover properly secured (Roman Fountains does not supply media unless specifically enumerated in quotation). Cartridge filters come with cartridge already installed.
11. ___Chemical treatment system, when supplied, shall be filled to proper level with required amount of powder, tablets, or canisters. (Roman Fountains does not supply chemicals unless specifically enumerated in quotation.)
12. ___Water level fill system manifold shall be installed, wired, pressure tested, and made fully operational before filling fountain basin. Solenoid valve shall be wired and tested for proper flow and pressure. **NOTE:** Water inlet pressure must be regulated to 50 psi maximum to prevent damage from "water hammer".
13. ___All fountain basins and pools shall be thoroughly cleaned, water-proofed, and filled to proper water level with fresh, clean water after all electrical systems have been inspected and all piping systems have been tested and flushed clean.
14. ___Buyer shall make available to factory personnel a plumber and electrician with a full compliment of trade tools, who shall have first hand knowledge of the fountain installation, at buyer's expense.

ROMAN FOUNTAINS CORPORATION • P.O. DRAWER 10190 • ALBUQUERQUE, NM 87184
1-800-794-1801 • FAX: 505-343-8086/505-343-0029 • www.romanfountains.com

15. ___Contractor, as may be required per OSHA, shall provide jobsite safety apparatus, etc. and obtain any permits that may be required.
16. ___Submit required digital photo images (see 'Important Notice' below).

Factory start-up personnel do not carry any tools, replacement or spare parts to the jobsite. Any replacements or spares shall be ordered through the factory.

It is further understood by buyer that certain adjustments and/or corrections to faulty or incorrect equipment shall be made at factory per standard warranty terms and conditions, and that Roman Fountains shall not accept any back charges from contractors for field repairs made unless agreed to by both parties, in writing, and signed by an officer of Roman Fountains Corporation.

Buyer acknowledges above requirements and understands that, should all above "ready list" requirements not be completed, factory personnel may immediately cancel visit and return to factory. In such case, buyer shall be responsible for all costs and expenses incurred by Roman Fountains, and the costs of any return visit that may be necessary.

IMPORTANT NOTICE: THE FOLLOWING **MUST** BE SUBMITTED BEFORE A SITE VISIT IS SCHEDULED. **NO EXCEPTIONS**.

Before we commit to making a site visit, the installer of record will submit a minimum of two (2) digital photo images of the completed installation via e-mail to Roman Fountains along with the completed and signed site visit policy "ready list".

One photo will show the completed pump room installation with particular emphasis on the display pump system, the filtration/water treatment system and the control panel(s). The second photo will show the completed pool installation with all fountain equipment in place, the pool properly filled, and (when fountain lights are furnished) the fountain lights turned 'on'.

Once the photos are received and reviewed, a decision will be made as to whether to schedule the visit. If the photos are not sufficient to determine the completion status of the installation, additional photo images may be requested.

Roman Fountains requires a minimum of two (2) weeks written notification of site visit. Please plan accordingly.

"I certify all above items are complete and fountain is ready for inspection, start-up, and adjustment, and I/We acknowledge and accept the 'will do' and 'will not do' list."

_____ _____

Name of Authorized Person **Authorized Signature** **Date**

Individual to Contact at Jobsite: _____

Jobsite Address: _____

_____

Jobsite Phone Number: _____

Please provide us with complete directions and/or a map to the jobsite from nearest major airport, and return this information with this signed document. Thank you. We look forward to working with you!

ROMAN FOUNTAINS CORPORATION • P.O. DRAWER 10190 • ALBUQUERQUE, NM 87184
1-800-794-1801 • FAX: 505-343-8086/505-343-0029 • www.romanfountains.com