# HRTC Christmas Lights Project Overview/Requirements

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| **Festive Lighting Display**  |
| **Pre-Season Works:** * Check all equipment against the Asset Register
* Carry out inspections of all equipment, including the condition of frames/joint boxes/flex/plugs, and check operation.
* Carry out PAT Testing
* On completion, provide a report showing any issues and associated costs for repairs. Manage and update the Asset Register as required.
* Carry out inspection of electrical infrastructure to confirm compliance with BS7671.
* Check the operation of safety devices/timers
* On completion, provide a report showing any issues found and associated costs for repair.
* Agree on the layout of the display for the season with HRTC.

 **Installation:** * Transport equipment to the site.
* Provide Engineers and suitable access equipment to install and commission the display in accordance with the previously agreed layout, which will include HRTC's own Christmas Tree.
* Arrange a meeting to walk through the display with the client and show that it is all ready for switching on.

**Notes:**All works are to be completed a minimum of 2 weeks before the agreed switch-on date to allow walk-through.All works must be installed in accordance with PLG06 Guidance notes and comply with BS7671. All engineers must be HERS accredited.  **Switch on Event:** * Provide 2no. Engineers to attend switch on event to include setting of all timeclocks and ensuring all display is running correctly.

 **Maintenance:** * Provide engineers and suitable access equipment to carry out maintenance visits, at minimum twice weekly, to ensure the display is running correctly.
* Where possible, carry out repairs during visits and advise of any issues requiring attention.

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| **Switch Off and Removal:** * On the agreed date at the end of the season, provide engineers to attend and isolate all displays.
* Remove all equipment and transport to storage.
* Check all returned equipment against the Asset Register.
* Contractor must provide secure and weathertight storage between seasons.
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