# 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. |
| **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. |