



SPIRE INTEGRATED SYSTEMS

PROJECT WORKFLOW

1. Discovery

- Spire team meets with customer to determine scope of project
- Needs evaluation – what is important, what is not important
- Discuss previous expectations and experiences with client's low voltage systems
- Explain the Spire process
- Review any concerns

2. Written Budget

- In-person meeting with client to review budgets
- Determine options for systems
- Agree on next steps, make any changes, move forward

3. Approved Budget \$

- Design Deposit #1 payment request (2 - 3% of total job cost – goes towards overall project costs)

4. Full Proposal/Documentation *[Project funds going towards design time/labor]*

- Review full proposal and drawings with client
- Make changes (as needed)
- Upon customer approval of any changes – request Pre-wire #2 payment request 20-30%
- See documentation examples attached: AV/Lighting drawing example

5. Production *[Project funds going towards wiring, lighting/shade panels, TV backboxes, and install labor]*

- Pre-wire (Meeting with project managers, builders, trades, and designers)
- Review Responsibility Matrix (See Example)
- Walk through with client and design team
- Capture any changes – update prints and documentation
- On-going communication

6. Trim Out *[Project funds going towards plates/connectors, racks, speakers, lighting modules/keypads, shade power supplies, and install labor]*

- Prior to trim meeting with project manager, sales, and design team
- Check for updated/ latest equipment for all systems
- Request before trim #3 payment 20-30%
- Order equipment
- Execute – install and document
- Ongoing communication

- Determining shade fabrics (if applicable)

7. Final Installation (2-3 months prior to move in date)

- Meeting with customer and Spire design team to review scope, latest equipment, and new technologies
- Update equipment list and prints
- Owner approval on changes then send Final equipment #4 payment request (20-30%)
- Prior to final meeting (internal) with sales, design, and project manager
 - Final engineering review by Spire design team
 - Create Documentation, rack build, and updated prints
- Final shade measurements (if applicable)
- Price/size TVs (match Amazon, Bestbuy, etc)
- Move to production

8. Production *[Project funds going towards core components, control systems/processors, amplifiers, power, touchscreens/interfaces, motorized shades, and install labor]*

- Order all final equipment to complete installation
- Rack build
- Initial programming (for control, lighting, keypads)
- Testing in house

9. Programming *[Project funds going towards programming labor]*

- Customer review for options/preferences on how the system operates
- Lighting keypad layouts/functions
- Deploy system, Pre-quality control check (see example)

10. Training/Adjustments

- Client training/adjustments (typically occurs over multiple meetings)
- Final Quality Check
- Spire Premium Support (SPS) on-boarding
- Final #5 payment request upon completion (10%)

Spire support – 24/7/365 included for 1 year

See Spire website for details www.spireintegrated.com/support/