

START-UP CHECKLIST

Date: _____

Customer Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Model Number: _____ Serial Number: _____

HVAC Start-up Technician: _____

HVAC Contractor: _____ Phone: _____

HVAC Start-up Technician's Signature: _____

Electrical Contractor: _____ Phone: _____

Our commercial equipment is available with a large variety of custom variations and accessories available. Therefore, some variation in the startup procedure will exist depending upon the capacity, control system type, special features and accessories installed.

This start-up sheet covers all startup checks and points common to all equipment. In addition it covers essential startup checks and points for a number of common installation variations. Depending upon the particular unit you are starting not all sections of this startup sheet will apply. Complete those sections applicable and use the notes section to record any additional information pertinent to your particular installation.



Lethal voltages are present during some start-up checks. Extreme caution must be used at all times



Moving parts may be exposed during some startup checks. Extreme caution must be used at all times.

SAFETY WARNINGS

The inspections and recording of data outlined in this procedure are required for start-up of Rheem products.

This is not a step-by-step instruction on how to perform these tasks. Industry recognized safety standards and practices must be observed at all times. General industry knowledge and experience are required to assure technician safety. It is the responsibility of the technician to assess all potential dangers and take all steps warranted to perform the work in a safe manner. By addressing those potential dangers, prior to beginning any work, the technician can perform the work in a safe manner with minimal risk of injury.

DESIGN APPLICATION INFORMATION

This information will be available from the specifying engineer who selected the equipment. Do not proceed with the equipment start-up without the design CFM information.

Design Supply Air CFM: _____ Design Return Air CFM: _____

Design Outdoor Air CFM at Minimum Position: _____

Design Building Static Pressure: _____

Outdoor Air Temperature Lockout for Cooling: _____

Outdoor Air Temperature Lockout for Heating: _____

ADDITIONAL APPLICATION NOTES FROM SPECIFYING ENGINEER:

Y/N	General Inspection	Notes	
	Unit inspected for shipping, storage, or rigging damage		
	Unit installed with proper clearances		
	Unit installed within slope limitations		
	Refrigeration system checked for gross leaks (presence of oil)		
	Terminal screws and wiring connections checked for tightness		
	Filters installed correctly and clean		
	Condensate drain trapped properly		
	All field wiring (power and control) complete		
	Check Distributer tubes for contact (separate if needed)		
	Confirm installation of outdoor air hood		
	Confirm installation of flu hood and wind Baffle		
	Confirm that condensate connection is installed per instructions		
	Check gas piping for leaks		
	check that filters and screens are clean and in place		
	Confirm that scroll compressor is rotating in the correct direction		
	Confirm that crankcase heater has been energized for 24 hours		
Y/N	Air Moving Inspection	Supply Fan	Exhaust Fan
	Alignment of drive components		
	Belt tension adjusted properly		
	Blower Pulleys tight on shaft, blower bearing set, screws tight, blower wheel tight to shaft		

1. Consult the proper airflow to pressure drop table to obtain the actual airflow at the measured pressure differential.

Electrical Data

Supply Voltage _____ Volts	L1-L3 _____ volts
Control Voltage _____ Volts	L1-L2 _____ volts
	L2-L3 _____ volts

DEVICE	NAMEPLATE	MEASURED List All Three Amperages
Blower Motor	_____ AMPS	_____ AMPS
Exhaust Motor (Dampers 100%)	_____ AMPS	_____ AMPS
Condenser Fan #1	_____ AMPS	_____ AMPS
Condenser Fan #2	_____ AMPS	_____ AMPS
Condenser Fan #3	_____ AMPS	_____ AMPS
Condenser Fan #4	_____ AMPS	_____ AMPS
Condenser Fan #5	_____ AMPS	_____ AMPS
Condenser Fan #6	_____ AMPS	_____ AMPS
Compressor #1	_____ AMPS	_____ AMPS
Compressor #2	_____ AMPS	_____ AMPS

Refrigerant Circuits

Stage	Liquid Press	Liquid Temp	Subcool	Suction Press	Suction Temp.	Superheat
First	_____ #	_____ *	_____ *	_____ #	_____ *	_____ *
Second	_____ #	_____ *	_____ *	_____ #	_____ *	_____ *

Return Air Temp. db _____ wb _____ Supply Air Temp. db _____ wb _____

Gas Supply/Venting

Gas Pressure	Supply _____	Manifold _____
Vent Negative Pressure	Low Fire _____	High Fire _____
Temperature Rise	Low Fire _____	High Fire _____

Operational Verification

Place system In the Run test Mode	
Place the system into operation and listen for abnormal sounds. Visually verify that all installed options properly.	
At the conclusion of the runtest verify that no alarms/failure codes occur. Note: During runtest all antishort cycle delays and minimum runtimes apply.	

Operational Measurements – staging controls

Verify proper operation of Heating /cooling Staging Controls	
Create a cooling demand at the Thermostat Verify that cooling/economizer stages are energized	
Create a heating demand. Verify that the heating stages are energized.	

Final – Inspection

Verify that all operational control set points have been set to desired value	
Verify that all option parameters are correct. Scroll through all option parameters and ensure that all installed options are enabled I the software and all others are disabled in the software. (Factory software settings should match the installed options)	
Verify that all access panels have been closed and secured	

Additional Information

Owner Signature: _____