

Pre-Start-Up Checklist



The following items should be checked on all units prior to start-up:

Exterior and Interior Inspection

- ☐ Interior and exterior of unit is inspected for rigging and shipping damage. Any damage was reported to the manufacturer.
- ☐ Unit is installed correctly and is level.
- ☐ Unit is secured to curb or mounting supports.
- ☐ Clearances stated in the IOM have been followed.
- ☐ Doors operate smoothly and gaskets are in place.
- ☐ Door handles are tightened to ensure complete gasket seal.
- ☐ All shipping blocks/brackets/tie downs/bolts/etc. are removed.
- ☐ Condensate drains are piped, trapped, free of debris, and primed.
- ☐ External ductwork is completed and correctly installed.
- ☐ Outdoor air intake hood is installed, bird screen/filters are in place, and opening is unobstructed.
- ☐ Interior of unit is free of debris and/or ship-loose components.
- ☐ Filters are present and installed in correct directions.

Controls and Electrical

- ☐ Main power is wired to the disconnect, and the phase voltage monitor is not tripped.
- ☐ Incoming power matches unit's rated voltage within $\pm 4\%$.
- ☐ Electrical field wiring is complete.
- ☐ All field-mounted sensors and instruments are installed and wired.
- ☐ The supply temperature sensor is mounted 3-5 duct diameters downstream of the unit's discharge and away from any major changes in the duct.
- ☐ All factory and field electrical connections are tightened.
- ☐ Main unit disconnect is on, unit controller is disabled
Note: crankcase heater(s) must be energized for a minimum of 24 hours before refrigerant cooling startup

Fans and Motors

- ☐ Fan inlets and outlets are unobstructed.
- ☐ Fasteners, setscrews, and locking collars on the fan are secure.
- ☐ Fasteners on the motor and base are secure.
- ☐ Fan wheel rotates freely by hand and no parts are rubbing.

Indirect Gas Fired Furnaces (as applicable)

- ☐ Gas piping is complete and gas lines are purged.
- ☐ Incoming gas pressure is within acceptable range stated in IOM.
- ☐ Gas venting is in place (indoor units).
- ☐ The entire gas train is free of any leaks.

Hot/Chilled Water Coils (as applicable)

- ☐ Field water piping is complete.
- ☐ Control valves are installed, wired, and operating properly.
- ☐ Water coils are balanced to design GPM.
- ☐ Water system is free of air.
- ☐ Freeze stats are installed and wired (as applicable).