

Air Conditioning and Heating Start-Up Sheet

Proper start-up is critical to customer comfort and equipment longevity

Start-Up Date

Technician Performing Start-Up

Installing Contractor Name

Owner Information

Name Address

City State or Province Zip or Postal Code

Equipment Data

Upflow Downflow Horizontal Left Horizontal Right

Indoor Unit Model # Indoor Unit Serial #

Indoor Coil Model # Indoor Coil Serial #

Outdoor Unit Model # Outdoor Unit Serial #

Filter, Thermostat, Accessories

Filter Type Filter Size Filter Location(s)

Thermostat Type Other System Equipment and Accessories

Connections -- Per Installation Instructions and Local Codes

- Unit is level Supply plenum and return ducts are connected and sealed Refrigerant piping complete and leak tested
 Gas piping is connected (if applicable) Vent system is connected (if applicable)
 Condensate drain for indoor coil properly connected Condensate drain for furnace (if applicable)

Electrical: Line Voltage

Indoor unit (volts AC) Outdoor unit (volts AC) Overcurrent Protection Breaker / Fuses Amperes

Ground wire is connected Polarity is correct (120vac indoor units) black is L1 (hot), white is N (neutral)

Electrical: Low Voltage

Thermostat wiring complete

Heat anticipator is set to the recommended value listed in the Installation Instructions

Heat anticipator recommended value

Low voltage values: "R" and "C" at Indoor unit control board (volts AC) "R" and "C" Outdoor unit control board (volts AC)

Heating Set-Up

Heating Type Electric Air Handler Natural Gas LP Gas (Requires LP Conversion Kit)

Inlet Gas Pressure (in. w.c.) Manifold Gas Pressure (in. w.c.) LP Gas Conversion Kit Part # Used

Calculated input in btuh - clock the gas meter (Nat Gas Only) LP Kit Installed By

Electric Heat Kit Part # (if applicable) KW installed Rated BTU/H (furnaces)

Venting (if applicable)

Venting system properly sized, within the limitations of the charts in the installation instructions.

Intake Size # of 90 Degree Ells # Of 45 Degree Ells Length

Exhaust Size # of 90 Degree Ells # Of 45 Degree Ells Length

Air Side: System Total External Static Pressure

Supply static before indoor coil (in w.c.)	<input type="text"/>	Supply static after indoor coil (in w.c.)	<input type="text"/>
Return Static (in w.c.) before filter	<input type="text"/>	Return Static (in w.c.) after filter (furnace side)	<input type="text"/>
Total External Static Pressure	<input type="text"/>	Maximum Rated ESP (in w.c.)	<input type="text"/>

Cooling Indoor Blower Set-Up	COOL	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
	ADJUST	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
	DELAY	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
	<input type="radio"/> ECM				
<input type="radio"/> X-13	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
<input type="radio"/> PSC	<input type="radio"/> Low	<input type="radio"/> Medium Low	<input type="radio"/> Medium	<input type="radio"/> Medium High	<input type="radio"/> High

Return Air: Dry Bulb	<input type="text"/>	Wet Bulb	<input type="text"/>	Supply Air: Dry Bulb	<input type="text"/>	Temperature Drop	<input type="text"/>	Outside Air: Dry Bulb	<input type="text"/>
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Heating Indoor Blower Set-Up	<input type="radio"/> ECM	HEAT	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	
	<input type="radio"/> X-13	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	
	<input type="radio"/> PSC	<input type="radio"/> Low	<input type="radio"/> Medium Low	<input type="radio"/> Medium	<input type="radio"/> Medium High	<input type="radio"/> High	
Return Air: Dry Bulb	<input type="text"/>	Wet Bulb	<input type="text"/>	Supply Air: Dry Bulb	<input type="text"/>	Temperature Rise	<input type="text"/>

Refrigerant Charge and Metering Device

<input type="radio"/> R-22	<input type="radio"/> R-410A	<input type="radio"/> TXV	<input type="radio"/> Fixed Orifice	Additional Lineset Length	<input type="text"/>	Adder per foot - lbs.	<input type="text"/>	Oz.	<input type="text"/>		
				# Elbows	<input type="text"/>	# 45s	<input type="text"/>	Total Added - lbs.	<input type="text"/>	Oz.	<input type="text"/>
Orifice Size	<input type="text"/>	Liquid Line Temp	<input type="text"/>	High Side Pressure	<input type="text"/>	Suction Line Temp	<input type="text"/>	Low Side Pressure	<input type="text"/>		
TXV #	<input type="text"/>	Subcooling	<input type="text"/>	Superheat	<input type="text"/>						

Cycle Test

- Operate the unit through continuous fan cycles from the thermostat, noting and correcting any problems
- Operate the unit through a cooling cycles, noting and correcting any problems
- Operate the unit through several heating cycles (if applicable) from the thermostat, noting and correcting any problems

Clean Up

- Installation debris disposed of and indoor and outdoor areas cleaned up?

Owner Education

- Provide owner with the owner's manual
- Explain operation of system to equipment owner
- Explain thermostat use and programming (if applicable) to owner
- Explain the importance of regular filter replacement and equipment maintenance

Comments Section