

Residential Air Handler with Electric Heat Start-Up Sheet

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

Start-Up Date	<input style="width: 95%;" type="text"/>	Company Name	<input style="width: 95%;" type="text"/>	Start-Up Technician	<input style="width: 95%;" type="text"/>
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Owner Information

Name	<input style="width: 95%;" type="text"/>	Address	<input style="width: 95%;" type="text"/>	Daytime Phone	<input style="width: 95%;" type="text"/>
City	<input style="width: 95%;" type="text"/>	State or Province	<input style="width: 95%;" type="text"/>	Zip or Postal Code	<input style="width: 95%;" type="text"/>

Equipment Data

Unit Model #	<input style="width: 95%;" type="text"/>	Unit Serial #	<input style="width: 95%;" type="text"/>
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General Information (Check all that apply)

<input type="radio"/> New Construction	<input type="radio"/> Up flow	<input type="radio"/> Horizontal Left
<input type="radio"/> Retrofit	<input type="radio"/> Down flow	<input type="radio"/> Horizontal Right

Unit Location and Connections (Check all that apply)

<input type="checkbox"/> Unit is level	<input type="checkbox"/> Duct connections are complete:	<input type="checkbox"/> Supply	<input type="checkbox"/> Return
<input type="checkbox"/> Condensate drain properly connected per the installation instructions	<input type="checkbox"/> Condensate trap has been primed with water		

Filters

<input type="checkbox"/> Filters installed	Number of filters	<input style="width: 95%;" type="text"/>	Filter size	<input style="width: 95%;" type="text"/>
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Electrical Connections & Inspection (Complete all that apply)

<input type="radio"/> 208 volts AC	<input type="radio"/> 230 volt AC			
<input type="checkbox"/> Inspect wires and electrical connections	<input type="checkbox"/> Transformer wired properly for primary supply voltage	<input type="checkbox"/> Ground connected		
Line Voltage Measured (Volts AC)	<input style="width: 95%;" type="text"/>	Low voltage value between "R" and "C" at control board (Volts AC)	<input style="width: 95%;" type="text"/>	
<input type="checkbox"/> Thermostat wiring is complete				<input type="checkbox"/> Thermostat cycle rate or heat anticipator adjusted to Installation Manual specifications

Air Flow Setup

Blower Type & Set-Up	<input type="radio"/> ECM	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
		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	
Supply static (inches of water column)	<input style="width: 95%;" type="text"/>	Supply air dry bulb temperature	<input style="width: 95%;" type="text"/>	Outside air dry bulb temperature	<input style="width: 95%;" type="text"/>	
Return static (inches of water column)	<input style="width: 95%;" type="text"/>	Return air dry bulb temperature	<input style="width: 95%;" type="text"/>	Return air wet bulb temperature	<input style="width: 95%;" type="text"/>	
Total external static pressure	<input style="width: 95%;" type="text"/>	Temperature drop	<input style="width: 95%;" type="text"/>	Supply air wet bulb temperature	<input style="width: 95%;" type="text"/>	

Other Jumpers (Check all that apply)

HUM STAT	<input type="radio"/> YES	<input type="radio"/> NO	AC/HP	<input type="radio"/> AC	<input type="radio"/> HP	CONT FAN	<input type="radio"/> L	<input type="radio"/> M	<input type="radio"/> H
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Electric Heat (Complete all that apply)

Electric heat kit - Model number <input type="text"/>		Serial number <input type="text"/>		Rated KW <input type="text"/>	
Number of elements <input type="text"/>	Measured Amperage	Heater 1 <input type="text"/>	Heater 2 <input type="text"/>	Heater 3 <input type="text"/>	
		Heater 4 <input type="text"/>	Heater 5 <input type="text"/>	Heater 6 <input type="text"/>	
	Measured Voltage	Heater 1 <input type="text"/>	Heater 2 <input type="text"/>	Heater 3 <input type="text"/>	
		Heater 4 <input type="text"/>	Heater 5 <input type="text"/>	Heater 6 <input type="text"/>	
Heating return air dry bulb temperature <input type="text"/>	Heating supply air dry bulb temperature <input type="text"/>	Air temperature rise <input type="text"/>			

Clean Up Job Site

<input type="checkbox"/> Job site has been cleaned, indoor and outdoor debris removed from job site
<input type="checkbox"/> Tools have been removed from unit
<input type="checkbox"/> All panels have been installed

Unit Operation and Cycle Test (Complete all that apply)

<input type="checkbox"/> Operate the unit through continuous fan cycles from the thermostat, noting and correcting any problems
<input type="checkbox"/> Operate the unit through cooling cycles from the thermostat, noting and correcting any problems
<input type="checkbox"/> Operate the unit through mechanical heating cycles from the thermostat, noting and correcting any problems
<input type="checkbox"/> Operate the unit through emergency heating cycles from the thermostat, noting and correcting any problems

Owner Education

<input type="checkbox"/> Provide owner with the owner's manual
<input type="checkbox"/> Explain operation of system to equipment owner
<input type="checkbox"/> Explain thermostat use and programming (if applicable) to owner
<input type="checkbox"/> Explain the importance of regular filter replacement and equipment maintenance

Comments and Additional Job Details

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