

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