Print Form

Heat Pump and Supplementary Heat Start-Up Sheet

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

Reset Form

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)

Supplementary 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 | # 0f 45 Degree Ells | Length

Exhaust Size | # of 90 Degree Ells | # 0f 45 Degree Ells | Length

Air Side: System Total External Static Pressure

Supply static **before** indoor coil (in w.c.") | Supply static **after** indoor coil (in w.c.")

Return Static (in w.c.") **before** filter | Return Static (in w.c.") **after** filter (furnace side)

Total External Static Pressure | Maximum Rated ESP (in w.c.")

Cooling & Heat Pump Indoor Blower Set-Up

	COOL	◯ A	◯ B	◯ C	◯ D	
◯ ECM	ADJUST	◯ A	◯ B	◯ C	◯ D	
	DELAY	◯ A	◯ B	◯ C	◯ D	
◯ X-13	◯ 1	◯ 2	◯ 3	◯ 4	◯ 5	
◯ PSC	◯ Low	◯ Medium Low	◯ Medium	◯ Medium High	◯ High	

Return Air: Dry Bulb | Wet Bulb | Supply Air: Dry Bulb | Temperature Drop | Outside Air: Dry Bulb

Supplementary Heating Indoor Blower Set-Up

◯ ECM	HEAT	◯ A	◯ B	◯ C	◯ D
◯ X-13	◯ 1	◯ 2	◯ 3	◯ 4	◯ 5
◯ PSC	◯ Low	◯ Medium Low	◯ Medium	◯ Medium High	◯ High

Return Air: Dry Bulb | Wet Bulb | Supply Air: Dry Bulb | Temperature Rise

Defrost Control Board

Fill in the information ie.. "ON", "OFF" or the appropriate "Value" for the fields that apply to the defrost control board installed

◯ YorkGuard VI ◯ Demand Defrost ◯ Time and Temperature | Part Number | Version Number

Low Temp Cut Out | Balance Point | Defrost Curve | Y2 Lock | FFUEL | Switch Point

Hot Heat Pump | Bonnet Sensor Present | Run Time: Time and Temperature board only 30, 60 or 90 minutes

Refrigerant Charge and Metering Device

◯ R-22 ◯ R-410A | ◯ TXV ◯ Fixed Orifice

Additional Lineset Length | Adder per foot - lbs. | Oz.

Elbows | # 45s | Total Added - lbs. | Oz.

Orifice Size | Liquid Line Temp | High Side Pressure | Suction Line Temp | Low Side Pressure

TXV # | Subcooling | Superheat

Cycle Test

- ☐ Operate the unit through several heating cycles from the thermostat, noting and correcting any problems
- ☐ 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 an emergency heating cycles, 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