

RZ Series Startup Form

Date: _____	
Job Name: _____	
Job Address: _____	

Model Number: _____	
Serial Number: _____	Tag: _____
Startup Contractor: _____	
Contractor Address: _____	Phone: _____

Pre Startup Checklist

Installing contractor should verify the following items:

1. Is there any visible shipping damage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the unit level?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are the unit clearances adequate for service and operation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do all access doors open freely and are the handles operational?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have all shipping braces been removed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have all electrical connections been tested for tightness?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Does the electrical service correspond to the unit nameplate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. On 208/230V units, has transformer tap been checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Has overcurrent protection been installed to match the unit nameplate requirement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Have all set screws on the fans been tightened?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Do all fans rotate freely?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Is all copper tubing isolated so that it does not rub?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Have the damper assemblies been inspected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Are air filters installed with proper orientation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Have condensate drain and p-trap been connected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Has the outside air rain hood been opened?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Supply Fan Assembly				
Alignment <input type="checkbox"/>		Check Rotation <input type="checkbox"/>		Nameplate Amps _____
Number	hp	L1 Volts/Amps	L2 Volts/Amps	L3 Volts/Amps
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

VFD Frequency _____ VAV Controls _____

Energy Recovery Wheel Assembly				
Wheel(s) Spin Freely <input type="checkbox"/>		Check Rotation <input type="checkbox"/>		FLA _____
Number	hp	L1 Volts/Amps	L2 Volts/Amps	L3 Volts/Amps
1				
2				

Power Return Assembly				
Alignment <input type="checkbox"/>		Check Rotation <input type="checkbox"/>		Nameplate Amps _____
Number	hp	L1 Volts/Amps	L2 Volts/Amps	L3 Volts/Amps
1				
2				

VFD Frequency _____

Power Exhaust Assembly				
Alignment <input type="checkbox"/>		Check Rotation <input type="checkbox"/>		Nameplate Amps _____
Number	hp	L1 Volts/Amps	L2 Volts/Amps	L3 Volts/Amps
1				
2				

VFD Frequency _____

Ambient DB Temperature _____°F			Ambient WB Temperature _____°F		
Coil Entering Air DB Temperature _____°F			Coil Entering Air WB Temp _____°F		
Coil Leaving Air DB Temperature _____°F			Coil Leaving Air WB Temp _____°F		
Refrigeration System 1					
	Pressure	Saturated Temperature	Line Temperature	Sub-cooling	Superheat
Discharge				N/A	N/A
Suction				N/A	
Liquid					N/A
Refrigeration System 2					
	Pressure	Saturated Temperature	Line Temperature	Sub-cooling	Superheat
Discharge				N/A	N/A
Suction				N/A	
Liquid					N/A
Refrigeration System 3					
	Pressure	Saturated Temperature	Line Temperature	Sub-cooling	Superheat
Discharge				N/A	N/A
Suction				N/A	
Liquid					N/A
Refrigeration System 4					
	Pressure	Saturated Temperature	Line Temperature	Sub-cooling	Superheat
Discharge				N/A	N/A
Suction				N/A	
Liquid					N/A
Refrigeration System 5					
	Pressure	Saturated Temperature	Line Temperature	Sub-cooling	Superheat
Discharge				N/A	N/A
Suction				N/A	
Liquid					N/A
Refrigeration System 6					
	Pressure	Saturated Temperature	Line Temperature	Sub-cooling	Superheat
Discharge				N/A	N/A
Suction				N/A	
Liquid					N/A

Condenser Fans				
Alignment <input type="checkbox"/>		Check Rotation <input type="checkbox"/>		Nameplate Amps _____
Number	hp	L1 Volts/Amps	L2 Volts/Amps	L3 Volts/Amps
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
VFD Frequency _____				

Evaporative-Cooled Condenser Pumps				
Check Rotation <input type="checkbox"/>				
Number	hp	L1 Volts/Amps	L2 Volts/Amps	L3 Volts/Amps
1				
2				

Water/Glycol System	
1. Has the entire system been flushed and pressure checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Has the entire system been filled with fluid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Has air been bled from the heat exchangers and piping?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is the glycol the proper type and concentration (N/A if water)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is there a minimum load of 50% of the design load?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Has the water piping been insulated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. What is the freeze point of the glycol (N/A if water)? _____	

Gas Heating		
Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> Purge Air from Lines <input type="checkbox"/> Verify Pilot Spark <input type="checkbox"/>		
Stage	Manifold Pressure (w.c.) inlet	Manifold Pressure (w.c.) outlet
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Electric Heating		
Stages _____		
Limit Lockout <input type="checkbox"/>		Aux. Limit Lockout <input type="checkbox"/>
Stage	Volts/Amps	
1		
2		
3		
4		
5		
6		
7		
8		

