H3 Series Startup Form

Job Name:_____ Date:_____

Address:_____

_____

Model Number:_____

Serial Number:_____ Tag:_____

Startup Contractor:_____

Address:_____

_____ Phone:_____

Pre Startup Checklist

Installing contractor should verify the following items.	
1. Is there any visible shipping damage?	☐Yes ☐No
2. Is the unit level?	☐Yes ☐No
3. Are the unit clearances adequate for service and operation?	☐Yes ☐No
4. Do all access doors open freely and are the handles operational?	☐Yes ☐No
5. Have all shipping braces been removed?	☐Yes ☐No
6. Have all electrical connections been tested for tightness?	☐Yes ☐No
7. Does the electrical service correspond to the unit nameplate?	☐Yes ☐No
8. On 208/230V units, has transformer tap been checked?	☐Yes ☐No
9. Has overcurrent protection been installed to match the unit nameplate requirement?	☐Yes ☐No
10. Have all set screws on the fans been tightened?	☐Yes ☐No
11. Do all fans rotate freely?	☐Yes ☐No
12. Does the field water piping to the unit appear to be correct per design parameters?	☐Yes ☐No
13. Is all copper tubing isolated so that it does not rub?	☐Yes ☐No
14. Have the damper assemblies been inspected?	☐Yes ☐No
15. Are air filters installed with proper orientation?	☐Yes ☐No
16. Have condensate drain and p-trap been connected?	☐Yes ☐No
17. Is the TXV sensing bulb in the correct location?	☐Yes ☐No
18. Does the TXV sensing bulb have proper thermal contact and is properly insulated?	☐Yes ☐No

Ambient Temperature

Ambient Dry Bulb Temperature _____°F	Ambient Wet Bulb Temperature _____°F

Supply Fan Assembly

Alignment ☐		Check Rotation ☐		Nameplate Amps_____
Number	hp	L1	L2	L3
1				
2				
VFD Frequency_____			VAV Controls_____	

Power Exhaust Fan Assembly

Alignment ☐		Check Rotation ☐		Nameplate Amps_____
Number	hp	L1	L2	L3
1				
2				
VFD Frequency_____			VAV Controls_____	

Energy Recovery Wheel Assembly

Wheels Spin Freely☐		Check Rotation ☐		FLA _____
Number	hp	L1	L2	L3
1				
2				

Dampers

OA Operation Check ☐	Damper Wiring Check ☐	Gears Check ☐
RA Operation Check ☐	Damper Wiring Check ☐	Gears Check ☐
EA Operation Check ☐	Damper Wiring Check ☐	Gears Check ☐
Damper Actuator Type:_____		
Economizer Changeover Type and Operation:_____		

Refrigeration System 1 - Cooling Mode

	Pressure	Saturated Temperature	Line Temperature	Sub-cooling	Superheat
Discharge				N/A	N/A
Suction				N/A	
Liquid					N/A

Refrigeration System 2 - Cooling Mode

	Pressure	Saturated Temperature	Line Temperature	Sub-cooling	Superheat
Discharge				N/A	N/A
Suction				N/A	
Liquid					N/A

Refrigeration System 3 - Cooling Mode

	Pressure	Saturated Temperature	Line Temperature	Sub-cooling	Superheat
Discharge				N/A	N/A
Suction				N/A	
Liquid					N/A

Refrigeration System 4 - Cooling Mode

	Pressure	Saturated Temperature	Line Temperature	Sub-cooling	Superheat
Discharge				N/A	N/A
Suction				N/A	
Liquid					N/A

Compressors/DX Cooling

Check Rotation ☐						
Number	L1	L2	L3	Head Pressure PSIG	Suction Pressure PSIG	Crankcase Heater Amps
1						
2						
3						
4						

Air-Cooled Condenser Fans

Alignment ☐		Check Rotation ☐		Nameplate Amps_____
Number	hp	L1	L2	L3
1				
2				
3				
4				

Refrigeration System 1 - Heating Mode (Heat Pump Only)

	Pressure	Saturated Temperature	Line Temperature	Sub-cooling	Superheat
Discharge				N/A	N/A
Suction				N/A	
Liquid					N/A

Refrigeration System 2 - Heating Mode (Heat Pump Only)

	Pressure	Saturated Temperature	Line Temperature	Sub-cooling	Superheat
Discharge				N/A	N/A
Suction				N/A	
Liquid					N/A

Refrigeration System 3 - Heating Mode (Heat Pump Only)

	Pressure	Saturated Temperature	Line Temperature	Sub-cooling	Superheat
Discharge				N/A	N/A
Suction				N/A	
Liquid					N/A

Refrigeration System 4 - Heating Mode (Heat Pump Only)

	Pressure	Saturated Temperature	Line Temperature	Sub-cooling	Superheat
Discharge				N/A	N/A
Suction				N/A	
Liquid					N/A

Water/Glycol System

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

Electric Heating

Stages_____ Limit Lockout ☐ Aux. Limit Lockout ☐

Stage	Amps	Stage	Amps
1		5	
2		6	
3		7	
4		8	

Gas Heating

1. Have all gas lines & connections been checked for leaks?	☐Yes ☐No
2. Is there adequate combustion air?	☐Yes ☐No
3. Have condensate drain lines been installed?	☐Yes ☐No
4. Has air been purged from the lines?	☐Yes ☐No
5. Has pilot spark been verified?	☐Yes ☐No

Modulating Gas Heat

Type of Gas		Natural Gas (5:1) ☐	Propane (3:1) ☐
Analog Input	VDC	Low Fire @ 0 VDC	High Fire @ 10 VDC
Gas Pressure @ Train Inlet	“w.c.		
Gas Pressure @ Burner Manifold	“w.c.		
CO2 in Flue Gas %	%		
CO2 in Flue Gas ppm	ppm		
Flue Gas Temp @ Discharge	°F		
Temperature Rise	°F		

Maintenance Log

This log must be kept with the unit. It is the responsibility of the owner and/or maintenance/service contractor to document any service, repair or adjustments. AAON Service and Warranty Departments are available to advise and provide phone help for proper operation and replacement parts. The responsibility for proper startup, maintenance and servicing of the equipment falls to the owner and qualified licensed technician.

Entry Date	Action Taken	Name/Tel.