

RQ Series Startup Form

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

Supply Fan Assembly				
Alignment <input type="checkbox"/>		Check Rotation <input type="checkbox"/>		Nameplate Amps _____
Number	hp	L1	L2	L3
1				
2				
Band Size _____		VAV Controls _____		
VFD Frequency _____				

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

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

Outside Air/Economizer Dampers
Operation Check <input type="checkbox"/>
Damper Actuator Type:
Economizer Changeover Type and Operations:
Damper Wiring Check <input type="checkbox"/>
Gears Check <input type="checkbox"/>

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

Unit Configuration
Water-Cooled Condenser <input type="checkbox"/> Air-Cooled Condenser <input type="checkbox"/>
No Water Leaks <input type="checkbox"/>
Condenser Safety Check <input type="checkbox"/>
Water Flow _____ GPM
Water Inlet Temperature _____°F
Water Outlet Temperature _____°F

Compressors / DX Cooling						
Number/stage	L1	L2	L3	Head Pressure PSIG	Suction Pressure PSIG	Crankcase Heater Amps
1 – Full Capacity						
2 – Reduced Capacity						

Refrigeration System 1 Full Capacity – Cooling Mode					
	Pressure	Saturated Temperature	Line Temperature	Sub-cooling	Superheat
Discharge				N/A	N/A
Suction				N/A	
Liquid					N/A
Refrigeration System 1 Reduced Capacity – Cooling Mode					
	Pressure	Saturated Temperature	Line Temperature	Sub-cooling	Superheat
Discharge				N/A	N/A
Suction				N/A	
Liquid					N/A
Refrigeration System 1 Full Capacity – 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 1 Reduced Capacity – Heating Mode (Heat Pump only)					
	Pressure	Saturated Temperature	Line Temperature	Sub-cooling	Superheat
Discharge				N/A	N/A
Suction				N/A	
Liquid					N/A

Air-Cooled Condenser					
Alignment <input type="checkbox"/>		Check Rotation <input type="checkbox"/>		Nameplate Amps _____	
Number	hp	L1	L2	L3	
1					
2					

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

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.)	Stage	Manifold Pressure (w.c.)
1		3	
2		4	

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

