



Pre Start-up Checklist

Applicable to units: ControlAIR Series PW, SW, CW, TW, CA, SA, TA, and HW
PreciseAIR Series PPW, PCA, and PHW
CoolAIR Series BW, BA, and BHW

Equipment serial number	
Equipment model number	
Customer Name / Location	
Customer PO number	
Evaluation completed by (name and date)	

The AIR system has been factory tested for performance and reliability. Most industrial systems require an "ON-SITE" factory start-up where actual on-site application and site specific operating conditions may impact set-up parameters. Prior to the arrival of our Start-up Service Technician it is important to prepare the system for the start-up.

The following items MUST be checked and completed by the installer prior to the arrival of our factory technician. Certain items on this checklist will be re-verified by the Start-up Service Technician prior to the actual start-up. **All HVAC, Electrical and Mechanical work must be performed by licensed/qualified contractor.**

Failure to complete this list can cause start-up delays and extra time may be required incurring in possible charges.

Check the boxes below to confirm that the item has been checked/executed.

Mechanical - Unloading/Storage

- The unit has been unloaded and located on a suitable foundation.
- The unit has been visually inspected and any damage reported to AIR.

Mechanical

- Air discharge ducts are installed and secured.
- The blower(s) can be operated (no restrictions in the duct or air supply system). Ductwork is complete and all dampers are open.
- Blower and compressor mounting bolts have been tightened for any loosening during shipment.
- Blower belts have been checked for proper tension.
- Air filters are in place (where applicable).
- Condensate drain is piped.

Direct expansion, water cooled systems:

ControlAIR Series PW, SW, CW, TW, PreciseAIR Series PPW, and CoolAIR Series BW

- Condenser water connections are made and tested against leaks.
- Condenser water flow is available (valves are open and flow is not restricted).

Direct expansion, split systems:

ControlAIR Series SW, CW, TW, CA, SA, TA, PreciseAIR Series PCA, and CoolAIR Series BA

- The condensing unit and air handler are properly piped.

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- The refrigeration pipes are supported.

Refrigeration lines between condensing unit and air handler:

- Pressure tested against leaks.
- Lines were evacuated.
- System (including field installed lines) is charged with refrigerant.
- The suction line is insulated.

Electrical

- Main control panel power wiring connections are terminated.
- All devices are wired per electrical drawings.
- Check for loose power connections, contactors, motor protectors, distribution blocks, etc.
- Electrical panel is free of debris (check on top of contactors, fuses, PLC, VFD's, power supply, etc.).

All instruments are installed properly and wired per the electrical drawings:

- Electric actuated inline control valves.
- Room mounted temperature/humidity sensors.
- Duct mounted temperature/humidity sensors.
- Smoke detector wire to the unit panel and/or the Customer's fire alarm panel (where applicable).

Buyer's representative

- The main power has been on for 24 hours (for Crankcase Heater warm-up) prior to Start-Up Service Technician arrival.
- The drawings included with the equipment are available to the Service Technician: Electrical drawings supplied by AIR and any other customer drawings (P&ID) pertinent to the system.
- The personnel responsible for system maintenance will be available during start-up.
- The personnel responsible for system maintenance and operation will be available for post start-up training.
- The site/room where unit is located is available for Start-up Technician to access and perform all necessary work.

Please write down any considerations and/or special notes: