

AW-A START-UP REPORT

To enable the Limited Warranty, this form must be submitted to mechsupport@solutionairgroup.com

General

Job Name

Order Number

Installation Address

City

State/Prov.

Name of Person performing Start-up

Start-up Date

Service Company Name

Service Company Phone Number

Unit Information

Unit Model Number

Serial Number

Nameplate Rating (volt/phase/frequency)

INSTRUCTIONS: Check off boxes (Yes, No, N/A). Not all units contain each option listed in this form. Check off N/A if the statement/question is not relevant to this product. Fill in blank spaces with required information, when applicable. If the statement/question is not relevant to this unit, mark N/A in the blank space.

Please make note of any issues that you encounter in the inside the "Comments" section.

**CAUTION: High voltage may be present.
Disconnect all power supplies prior to performing initial inspection.**

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Initial Inspection

Exterior – look for damage to housing, doors, handles, fittings, etc. If damaged indicate where below.

Yes No _____

Interior – look for damage to housing, doors, handles, fittings, etc. If damaged indicate where below.

Yes No _____

Check that all ducts and dampers are secure	Yes	No	N/A
Check that all penetrations and openings are sealed	Yes	No	N/A
Remove all foreign material from unit	Yes	No	N/A
Are all shipping brackets removed?	Yes	No	N/A
Check and tighten any loose fasteners	Yes	No	N/A
Check and tighten all set screws, lock collars for all bearings, motors, dampers, etc.	Yes	No	N/A
Check all electrical connections and tighten any loose connections	Yes	No	N/A
Check and tighten all unit terminal strips	Yes	No	N/A
Are disconnects and fuses properly sized?	Yes	No	N/A
Does the disconnect mechanism function properly?	Yes	No	N/A
Do mechanical interlocks function properly?	Yes	No	N/A
Is drain pipe trapped properly?	Yes	No	N/A
Is gas piping installed correctly?	Yes	No	N/A

Fan Start-Up

Are fan shipping brackets removed? (3 per fan)	Yes	No	N/A
Do fans rotate freely?	Yes	No	N/A
Are fan pulleys aligned?	Yes	No	N/A
Are belts properly tensioned?	Yes	No	N/A
Is fan rotation correct?	Yes	No	N/A

Fans	Current @ 100% airflow			Voltage @ 100% airflow			Motor FLA	RPM
	L1	L2	L3	1-2	2-3	3-1		
Supply 1								
Supply 2								
Return 1								
Return 2								
Exhaust 1								
Exhaust 2								



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Controls

Are remote sensors and controls installed? Yes No N/A

Is there BAS connection? List the type of connection below. Yes No N/A

Time clock operation verified? Yes No N/A

Mixed air control operation verified? Yes No N/A

Filter gauge operation verified? Yes No N/A

Low limit setpoint (°F)	High limit setpoint (°F)	Discharge temp. setpoint (°F)	Space temp. setpoint (°F)
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Minimum fresh air setpoint (%)	Filter gauge range	Occupied time	Unoccupied time
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Dampers

Verify proper wiring for motorized dampers Yes No N/A

Check that all dampers open and close properly Yes No N/A

Check that all dampers have seals and shut tight Yes No N/A

Electric Heat

Is there any physical damage to the electric coil(s)? Yes No N/A

Is disconnect switch and/or fuses installed? Yes No N/A

Does electrical service correspond to nameplate? Yes No N/A

Check and tighten electrical connections Yes No N/A

Airflow proving switch setup and verified? Yes No N/A

Staging function verified? Yes No N/A

High limit control verified? Yes No N/A

Electric Heat Performance Measurements

Stage	Current			Voltage		
	L1	L2	L3	1-2	2-3	3-1
1						
2						
3						
4						
5						
6						

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Chilled Water

Is there any physical damage to the water coil(s)?	Yes	No	N/A
Coil piped for proper flow orientation?	Yes	No	N/A
Coil and pipes pressure tested and leak free?	Yes	No	N/A
Does the drain pan drain properly?	Yes	No	N/A
Fluid type (%/%)	_____		

Chilled Water Performance Measurements

_____	_____	_____
Airflow (CFM)	Fluid flow rate (SFPM)	Coil entering air temperature (°F)
_____	_____	_____
Fluid entering temperature (°F)	Coil leaving air temperature (°F)	Fluid leaving temperature (°F)

Hot Water

Is there any physical damage to the water coil(s)?	Yes	No	N/A
Coil piped for proper flow orientation?	Yes	No	N/A
Coil and pipes pressure tested and leak free?	Yes	No	N/A
Does the drain pan drain properly?	Yes	No	N/A
Fluid type (%/%)	_____		

Hot Water Performance Measurements

_____	_____	_____
Airflow (CFM)	Fluid flow rate (SFPM)	Coil entering air temperature (°F)
_____	_____	_____
Fluid entering temperature (°F)	Coil leaving air temperature (°F)	Fluid leaving temperature (°F)

Energy Wheel

Is there any physical damage to the energy wheel(s)?	Yes	No	N/A
Does the wheel rotate freely?	Yes	No	N/A
Wheel rotation direction verified?	Yes	No	N/A
Is drain properly connected?	Yes	No	N/A
Is VFD operating properly?	Yes	No	N/A
Wheel rotation speed (RPM)	_____		

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DX Cooling

Is there any visible damage to evaporator and/or condenser coil(s)?	Yes	No	N/A
Are all compressor shipping brackets removed?	Yes	No	N/A
Does the drain pan drain properly?	Yes	No	N/A
Does the condenser fan(s) rotate freely?	Yes	No	N/A
Verify proper condenser fan rotation	Yes	No	N/A
Verify proper compressor rotation	Yes	No	N/A

Remote Condenser Only (For Installing Contractor)

Were all the refrigerant circuit's pressure tested and leak free?	Yes	No	N/A
Were all the refrigerant circuits evacuated to below 500 microns?	Yes	No	N/A

DX Cooling Performance Measurements

Outdoor DB air temperature (°F)

Outdoor WB air temperature (°F)

Let the cooling system run at 100% cooling demand (all stages on) for 15 minutes to achieve steady state prior to taking readings for refrigerant circuits, compressors, and condenser fans.

Refrigerant Circuit	Suction Pressure (psig)	Head Pressure (psig)	Subcool (°F)	Superheat (°F)	Total Ref. Charge Added or Removed (lb)
1					
2					
3					
4					
5					
6					

Compressor	Current			Voltage		
	L1	L2	L3	1-2	2-3	3-1
1						
2						
3						
4						
5						
6						

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Condenser Fan	Current			Voltage		
	L1	L2	L3	1-2	2-3	3-1
1						
2						
3						
4						
5						
6						

