

Factory Start-up Request

HVAC Contractor: _____
Date: _____ Requested Start-up Date: _____
Project: _____ Qualified Technician: _____
iAIRE Model #: _____
iAIRE Serial #: _____
Project Address: _____

Site Customer Contact: _____
Phone: _____
Email: _____

Note: The above start-up date needs to be scheduled with our office immediately. Allow three weeks lead time to schedule start-up. The items on both pages must be completed, signed-off & faxed/emailed to our office prior to the start-up date. Please fill out completely.

Proper equipment start-up is critical to customer comfort and equipment longevity. Utilize the following form to ensure that all the PRE-start-up procedures have been completed. The technician should initial each step as it has been completed and fill out the required start-up values. This form will provide the technician confidence that the system was thoroughly evaluated and installed properly. A separate checklist must be prepared and signed for all units to be started on the same date. Additional P.O. amount may be necessary for separate start-up dates. Please contact your Sales Engineer.

Note: The installing contractor's start-up technician must be present when iAIRE's start-up technician arrives on site for proper coordination and instructions on proper unit operation. The installing contractor is responsible for properly operating the unit after iAIRE's start-up technician leaves the job site.

Startup services require the installer to complete the manufacturers' PRE-start-up checklist on the next page prior to requesting startup.

**After completing this checklist, please scan and email back to iAIRE.
sales@myiaire.com**

Factory Pre-Startup Request

Item	General Inspection	Completed
	Inspect unit for shipping and/or rigging damage.	
	Is unit installed with proper clearances?	
	Is unit installed within slope limitations?	
	Check terminal screws and wiring connections for tightness.	
	Are filters installed correctly and clean?	
	Check Outdoor Air dampers if installed are in operating position. (When G terminal is shorted to R, 24V)	
	Have Refrigeration circuits been checked for leaks?	
	Is condensate drain trapped properly?	
	Is all field wiring (power and control) complete and sized accurately?	
	Is unit power correct voltage?	
	Mated ERV's that ship separately have power & comm wires connected to RTU?	
	Is space thermostat run with twisted shielded wire?	
	Are split systems completely wired? (Is twisted, shielded cable used?)	
	If G/E, is building natural gas available and piped to the unit?	
	Is there refrigerant in the unit / line set?	
Item	Air Moving Inspection	Completed
	Check alignment of drive components.	
	Check Supply Air fan belt tension.	
	Check blower pulley's and wheel's tight on shaft.	
	Check fan operates with proper rotation/direction.	
	Check VFD set for proper supply air CFM. (keypad display)	cfm
	VAV Duct or Building Pressure tube installed?	

Notes: _____

Installing Contractor Signature: _____

Printed Name: _____

Date: _____

NOTE: If start up technician shows up and the above tasks are not complete, an additional charge will be incurred.