



## START-UP SHEET Air Handling Unit

**Job Name** \_\_\_\_\_ **Job Number** \_\_\_\_\_

**Job Address** \_\_\_\_\_

### Section 5: Equipment Description

<b>Spec. #:</b>	<b>Submittal #:</b>	<b>P&amp;ID / Dwg #:</b>
<b>Area Served:</b>		

Data	Design	Actual On Site
Unit Tag #		
Manufacturer		
Model #		
Serial #		

Filter Description	Pre-Filter	Bag Filter	Final Filter
Type			
Size & Quantity			
Size & Quantity			

Belt Description			
Size & Quantity			

### Section 6: Equipment Pre-Installation Inspection

Step	Inspection Description	Yes	No	N/A	Performed By (Initials & Date)
6.2	Nameplate data matches vendor specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.3	All parts are received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	No visible signs of damage, leak, or defective parts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Comments/  
Observations** \_\_\_\_\_  
\_\_\_\_\_

	Print Name	Signature	Date
<b>Performed By (Therma)</b>			
<b>Reviewed By (Owner/Representatives)</b>			



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Step	Inspection Description	Yes	No	N/A	Performed By (Initials & Date)
6.5	Verify electrical service for correct voltage, current and thermal overload protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.6	Operational and Maintenance (O&M) manual is available in the field.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.7	Start-up technicians reviewed factory start-up procedures in the O&M manual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.8	If Therma provided Variable Frequency Drives (VFDs) that are controlling the fans, complete FN-8029.1 VFD start up form(s).				
6.9	If Therma provided smoke fire dampers use form SFT-Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Section 7: Installation Inspection

Step	Inspection Description	Yes	No	N/A	Performed By (Initials & Date)
7.2	Unit is installed level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.3	Tag # is attached to the unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.4	Service clearance is adequate for maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.5	Roof curb is installed to mate with the unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.6	All access panels and covers are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.7	Vibration isolators are installed and adjusted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.8	Ductwork and flex connections are connected and sealed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.9	Economizer or outside air damper is installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.10	All filters are in place and positioned properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.11	Pressure and temperature taps are installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments/  
Observations

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Performed By  
(Therma)

Reviewed By  
(Owner/Representatives)

Print Name	Signature	Date



## START-UP SHEET

### Air Handling Unit

Step	Inspection Description	Yes	No	N/A	Performed By (Initials & Date)
7.12	Heating and cooling coil valves are mounted with actuator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.13	Condensate drain and trap are installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.14	Auxiliary drain pan is installed and its connections are piped.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.15	All piping, coils, and valves are in place without leaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.16	Shipping blocks and materials are removed from fan section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.17	Each fan drive belt tension is correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.18	Sheaves are aligned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.19	Fan hub, sheaves, and bearing set-screws are tight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.20	Smoke detector is installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.21	Motor and blower bearings are lubricated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.22	Electrical connections are secure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.23	Thermostat is installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.24	Time clock is installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.25	Fan shaft bearings angular alignment is correct and bolts are tight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.26	Coils are clean fins are straight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments/  
Observations

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## START-UP SHEET Air Handling Unit

### Section 8: Operational Inspection

Step	Inspection Description	Yes	No	N/A	Performed By (Initials & Date)
8.2	Unit vibration is acceptable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.3	Each fan rotation is correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.4	Heating water and cooling water control valves are functional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.5	Fire dampers are functional and open.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.6	Supply, return and outside air dampers are functional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.7	Smoke detector is tested and is able to shut the unit down.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.8	Make sure thermostat is set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.9	Make sure time clock is set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.10	Record start up operating parameters in the Supplementary Forms (FN 8.028.2 or FN 8.028.3).				

End of Section

Comments/  
Observations

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(Therma)

Reviewed By  
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