



Tag # \_\_\_\_\_

## START-UP SHEET

### Packaged Air Conditioning Unit

Job Name \_\_\_\_\_

Job Number \_\_\_\_\_

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

#### Section 5: Equipment Description

Spec. #:	Submittal #:	P&ID / Dwg #:
Area Served:		

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

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

Belt Size			
Size & Quantity			

#### Section 6: Equipment Pre-Installation Inspection

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

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

Performed By  
(Therma)

Reviewed By  
(Owner/Representatives)

Print Name	Signature	Date



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Step	Inspection Description	Yes	No	N/A	Performed By (Initials & Date)
6.4	Verify electrical service for correct voltage, current and thermal overload protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.5	Operational and Maintenance (O&M) manual is available in the field.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.6	Start-up technicians have reviewed factory start-up procedures in the O&M manual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.7	If Therma provided Variable Frequency Drives (VFDs) that are controlling the fans, complete FN8.029.1 VFD start up form.				
6.8	If Therma provided smoke fire dampers, complete form # FN8.061.1, smoke fire damper start up form.				

### Section 7: Installation Inspection

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

Comments/  
Observations

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Step	Inspection Description	Yes	No	N/A	Performed By (Initials & Date)
7.11	Gas supply piping is installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.12	Gas supply piping has been checked for leaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.13	Gas supply piping is bled of air.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.14	Vent stack is proper height and size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.15	Unrestricted vent cap on top to protect from weather and down drafts.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7.16	Each fan drive belt tension is correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.17	Sheaves are aligned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.18	Fan hub, sheaves and bearing setscrews are tight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.19	Smoke detector is installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.20	Motor and blower bearings are lubricated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.21	Crankcase heaters are installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.22	Fan bearings angular alignment is correct and bolts are tight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.23	Shipping blocks and materials removed from fan section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.24	Electrical connections are secure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.25	Thermostat is installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.26	Time clock is installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.27	Electric heat is installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.28	Coils are clean and fins are straight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.29	All compressor shipping braces and compressor rail isolator sleeves are removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments/  
Observations

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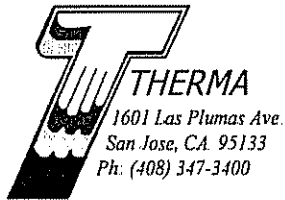


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Step	Inspection Description	Yes	No	N/A	Performed By (Initials & Date)
7.30	Compressor oil level is within manufacturer's specification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.31	Low ambient control is installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.32	All condenser fan setscrews are tight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Section 8: Operational Inspection

Step	Inspection Description	Yes	No	N/A	Performed By (Initials & Date)
8.1	Unit vibration is acceptable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.2	Each fan rotation is correct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.3	Natural gas supply pressure is at manufacturer's specification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.4	Manifold pressure is at manufacturer's specification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.5	Heating components perform per manufacturer's specification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.6	Cooling components perform per manufacturer's specification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.7	VAV components perform per manufacturer's specification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.8	Economizer components perform per manufacturer's specification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.9	Smoke detector is tested and is able to shut the unit down.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.10	Make sure thermostat is set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments/  
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### Packaged Air Conditioning Unit

Step	Inspection Description	Yes	No	N/A	Performed By (Initials & Date)
8.11	Make sure time clock is set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.12	Crankcase heaters are functional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.13	Fire dampers are functional and open.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.14	Supply, return and outside air dampers are functional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.15	Record start up operating parameters in Supplementary Form (FN 8.028.2 or FN 8.028.3).				

**End of Section**

Comments/  
Observations

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