



START-UP SHEET

Furnace/ Duct/ Unit Heater

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 % Efficient			
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** _____

**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)
6.5	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 field.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.7	Start-up technicians have reviewed factory start-up procedures in 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 8.029.1VFD start up form(s).				
6.9	If Therma provided smoke fire dampers use FN (new form presently SFT-Test)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 7: Installation Inspection

ID	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	Condensate drain and trap are installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.12	Gas supply piping is installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments/
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Step	Inspection Description	Yes	No	N/A	Performed By (Initials & Date)
7.13	Gas supply piping has been checked for leaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.14	Gas supply piping is bled of air.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.15	Vent stack is proper height and size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.16	Unrestricted vent cap on top to protect from weather and down drafts.	<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	Fan bearings angular alignment is correct and bolts are tight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.24	Shipping blocks and materials are removed from fan section.	<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	Make-up water is installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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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	Natural gas supply pressure is at manufacturer's specification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.5	Manifold pressure is at manufacturer's specification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.6	Heating components perform per manufacturer's specification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.7	Cooling components perform per manufacturer's specification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.8	VAV components perform per manufacturer's specification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.9	Economizer components perform per manufacturer's specification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.10	Smoke detector is tested and is able to shut the unit down.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.11	Make sure thermostat is set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.12	Make sure time clock is set.	<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

Performed By
(Therma)

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(Owner/Representatives)

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