



START-UP SHEET VAV & CV Terminal Boxes

Job Name _____

Job Number _____

Job Address _____

Section 5: Equipment Description

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

Step	Unit Tag #																		
Section 6: Pre-Installation Inspection																			
6.2	Nameplate data matches vendor specifications.																		
6.3	All parts were received.																		
6.4	No visible signs of damage, leak, or defective parts.																		
6.5	Connections: size & location match specification.																		
6.6	Operational and Maintenance (O&M) manual is available in the field.																		
6.7	Start-up technicians have reviewed factory start-up procedures in O&M manual.																		

Performed By: Print Name _____ Initials _____ Date _____

Section 7: Installation Inspection

7.2	Ceiling tile grid is labeled for unit location.																		
7.3	Unit is mounted right side up and parallel to air flow.																		
7.4	Unit tag # is attached to the unit.																		
7.5	Service clearance is adequate for maintenance.																		
7.6	Controls and actuator are installed.																		
7.7	Control linkage and setscrews are tight.																		
7.8	Hot and cold labels are attached in the correct place on the dual box.																		
7.9	Pneumatic connections are installed to the controller.																		
7.10	Hi and Lo test ports installed are capped.																		
7.11	Electrical connections are secure.																		
7.12	Ductwork and piping are connected correctly.																		

Performed By: Print Name _____ Initials _____ Date _____

Section 8: Operational Inspection

8.2	Air leakage is acceptable.																		
8.3	Damper operates to full closed/full open position.																		
8.4	Damper operates to minimum position for reheat valve.																		
8.5	Controls operate actuator properly.																		

Performed By: Print Name _____ Initials _____ Date _____

Reviewed By: Print Name _____ Initials _____ Date _____

Note: Use "✓" = Yes, "X" = No or "0" = Not Applicable