

RTU Pre-Startup Checklist

Job Name: _____

Unit Serial #: _____

Requested SU Date: _____

Interior and exterior of unit have been inspected for shipping damage

If any damage is noted report immediately

- Unit installed level and per IOM guidelines with recommended clearances
- System Manager installed if supplied and wire ran to control cabinet
- Touchscreen mini controller if supplied has been mounted per prints
- Supply Air Sensor installed and wired
- Return Air Sensor if equipped, installed, and wired
- Space Temp/Humidity Sensor if equipped, installed, and wired to control cabinet
- OA Temp/Humidity Sensor if equipped, installed, and wired to control cabinet
- OA hood has been opened and secured with factory provided screws
- OA metal mesh rack and screens if equipped, installed (shipped loose in RA section of unit)
- All ancillary interlock wiring and relays ran and in control panel (exhaust fans, additional units, hoods, etc)
- Gas piping completed, pressure test passed, gas line purged, and correct gas pressure at inlet to machine
- VAV's Functional and controlled
- Motorized fire dampers "open" for airflow, either powered or manually driven open
- All plastic duct covering supply/return removed
- Condensate traps and drains completed
- High Voltage electrical completed and power has been turned on 24 hours (min) before arrival
- Contractor Service Representative scheduled to be on site day of startup

X _____ Signature, I confirm the work is complete and accept the terms below.

We require a minimum of two week notice for startup scheduling. Please submit the completed checklist to service@insightusa.com at least 72 hours before scheduled startup. Failure to do so may result in rescheduling from original startup date as the service schedule permits. If our Service Representative arrives on site and is unable to perform startup for any reason related to the above list, Insight retains the right to bill the Mechanical Contractor for travel expenses plus up to \$1,080.00 (8 hours labor) and reschedule startup after receipt of a PO covering additional charges.