

Split System Pre-Startup Checklist

Job Name: _____
Unit Serial #: _____
Requested SU Date: _____

The Interior and exterior of the 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 equipped and wired to control cabinet
- 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 installed and wired to control cabinet
- 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
- Refrigerant piping installed per IHVAC Engineer sizing instructions
- Active oil return(s) installed per submittal drawings on all circuits with HGRH or HGBP
- Accumulators installed in systems with >50ft of piping (Except heat pumps which are factory installed)
- Each circuit pressure tested independently to a minimum of 450PSI and perform 24 hour standing test
Attach timestamped photos
- Each circuit evacuated independently to below 500 microns and perform a 2 hour vacuum decay test
Attach timestamped photos
- With service valves on condensing unit closed, vacuum broken with R410A to 20PSI
Leave service valves closed until startup technician arrives
- High Voltage electrical completed and confirm power has been turned on 24 hours (min) before arrival
- Contractor Service Representative scheduled to be on site day of startup with ample refrigerant quantity

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.