

1. Start up must be performed by a qualified HVAC Technician.
2. Make certain that all power is disconnected at the main power circuit breaker or service disconnect before starting any of this procedure.
3. Check all electrical screw terminals and wiring lugs for tightness internal to the equipment. Components may have loosened due to vibration during transit or handling. Verify that the main power block lug connections made in the field are tight and secure.
4. Confirm that the voltage rating of the equipment data tag coincides with the power that will be delivered to the unit.
5. Verify that the circuit protection for the unit satisfies Local and National Codes according to the unit data tag Minimum Circuit Ampacity (MCA) and Maximum Fuse Size (MFS).
6. Locate the unit thermostat and check all electrical terminations against the unit electrical diagram and for the unit thermostat.

Note: *If using a digital thermostat with a "C" (Common) terminal, this terminal MUST be terminated to the "C" terminal in the unit. Failure to do so will result in the thermostat shorting out and being destroyed.*

7. Leak check the refrigerant system. While the unit was leak checked at the factory, leaks can develop during transit and / or handling.
8. Confirm that the unit condensate has been adequately trapped and taken to a suitable point for disposal.
9. Verify that the filters are in place, clean and usable.
10. Switch the unit thermostat to the "OFF" position.
11. Apply power to the unit. Switch the circuit breaker or field supplied electrical service disconnect switch to the on position.

Note: *If the unit has crankcase heaters and the surrounding ambient is 70° F or lower, let the compressors sit for approximately 24 hours before proceeding.*

12. Record the voltage at the unit terminals.
13. If possible with the thermostat provided, switch the evaporator blower to the RUN or ON position. Verify that the evaporator blower is activated.
14. Verify that the evaporator blower is rotating in the correct direction (three phase units only).

Note: *If the evaporator blower motor runs backwards, shut off all power to the unit. Switch any two of the incoming power leads at the unit main power terminal block. The unit has been wired and phased properly at the factory. DO NOT change any factory wiring to correct for a phase problem.*

Note: *Before conducting the following start up sections connect a suitable refrigerant gauge set to the unit Schrader connections. Install temperature sensors to record the appropriate refrigerant line temperatures.*

15. Set the thermostat switch to a temperature set point approximately 5° lower than the space temperature. Set the thermostat fan switch to the AUTO position. Set the thermostat operating mode to the COOL position. This should energize the compressor(s) and evaporator blower.

Note: *Dependent upon the options and/or the thermostat, there may be a delay for the compressor(s) operation.*

16. While waiting for the compressor(s) to stabilize, record the External Static Pressure (ESP) for the evaporator blower.

Note: *Make sure all the unit access panels are in place when taking these readings.*

17. Verify that the incoming water / fluid pressure does not exceed the rating for the water / fluid control valves.
18. Verify that the unit piping and heat exchangers will not be subjected to freezing conditions.
19. Confirm that no joints are leaking in the cooling fluid circuit(s).
20. Document the type of fluid being used as the cooling medium. If glycol is being used, make sure the mixture is adequate for any low ambient conditions that may be possible.
21. If possible, record the fluid flow rate (GPM).
 - a. Make sure the flow rate is within the proper limits:
 - i. Minimum 2.5 GPM / Ton
 - ii. Maximum 3.5 GPM / Ton
22. Record the entering and leaving fluid temperatures.
 - a. Make sure the leaving fluid temperature is within the proper limits:
 - i. Minimum 60° F
 - ii. Maximum 115° F
23. Record the pressure drop of the water / fluid across the unit.
24. Verify that all valves on each fluid circuit function properly.

Water-Cooled Unit

Start-Up Procedures (R-410a Systems)



25. Check the head pressure adjustment, DO NOT assume that this has been set at the factory. Typically this value is to be 360 psi when 85° F water is supplied to the unit at 3 GPM/Ton.
 26. Record the return air temperature to the evaporator coil along with the supply air temperature. (The unit should have operated for at least 15 minutes before taking these readings).
 27. Record the suction line pressure and the suction line temperature for each circuit near the compressor.
 28. Using an appropriate pressure / temperature chart for R-410a refrigerant, look up and record the saturation temperature corresponding to the suction pressure.
 29. Calculate and record the suction superheat for each circuit by taking the difference between the suction line temperature and the saturation temperature corresponding to the suction pressure.
 30. Record the liquid line pressure and the liquid line temperature for each circuit near the condenser heat exchanger outlet.
 31. Using an appropriate pressure / temperature chart for R-410a refrigerant, look up and record the saturation temperature corresponding to the liquid line pressure.
 32. Calculate and record the liquid subcooling for each circuit by taking the difference between the liquid line temperature and the saturation temperature corresponding to the liquid line pressure.
 33. Record the Amps for the evaporator blower motor and each compressor. If the system is single phase, use L1 and L2 only.
 - a. Make sure the pressures on each compressor circuit are within the proper limits:
 - i. 290 – 550 Discharge
 - ii. 100 – 140 psig Suction
 - b. Compressor Amperage is below the RLA Amps listed on the unit data tag.
 - i. The maximum compressor operating current (amps) at start up depends a lot on the system loading. The lower the load, the less the current. The higher the load, the higher the current.
 - c. The blower motor FLA value should never be exceeded.
 - i. If the FLA value is exceeded, shut the unit off and check the duct design, sheave turns open or make sure there is no blockage / obstruction in the duct or filters.
 34. Document any additional information deemed appropriate for the specific application or installation.
 35. Shut the system down and remove all test instruments and test sensors.
 36. Leave the system in the operating mode as appropriate for the customer and the application.
- ### Optional Heating Start Up:
37. If the system has any optional heat, set the room thermostat approximately 5° higher than the actual room temperature. Set the thermostat operating mode to the HEAT position.
 38. Dependent upon the heating source the heating valve or switch / contactor should be activated.
 39. After several minutes of operation, record the return air temperature and the supply air temperature.
 40. Based on the heating source, document the appropriate temperatures, pressures, voltage or amp values.



**Water-Cooled Unit
Start-Up Procedures**

Complete the form by listing your name, company name, phone and fax number. Sign and date the form and provide a copy as required to all interested parties.

Job Name: _____ **Date:** _____

Address: _____

City: _____ **State:** _____ **ZIP** _____

Country: _____

Unit Model No.: _____

Unit Serial No.: _____

3 Screw Lugs & Terminals OK? Yes _____ No _____
Describe any loose connections and action(s) taken:

4 Power Supply Correct Voltage and Phase? Yes _____ No _____
If not in agreement with unit data tag contact the Distributor.

5 Is the Circuit Protection the correct type and does it meet the unit data tag requirements? Yes _____ No _____
If not correct describe what action(s) have been taken to correct:

6 Unit controller wiring verified? Yes _____ No _____
On digital thermostat applications, "C" Terminal hooked up if necessary Yes No _____

7 Unit leak checked OK? Yes _____ No _____
If leak was located describe where and how repaired:

8 Condensate properly trapped & run to a suitable disposal point? Yes _____ No _____

9 Air filters are in place, clean & usable? Yes _____ No _____

12 Single Phase Unit Measured Voltage L1-L2 _____ L1-GND _____ L2-GND _____
Three Phase Measured Voltage L1-L2 _____ L2-L3 _____ L1-L3 _____

14 Evaporator Blower Motor Rotation OK? Yes _____ No _____
If three phase power and rotation is not correct describe action(s) taken to correct:

16 Evaporator External Static Pressure (ESP): _____ In. WG _____

17 Verify that incoming fluid pressure does not exceed rating for the fluid control valves. Yes _____ No _____

- 18 Verify that unit piping and heat exchangers will not be subject to freezing conditions. Yes _____ No _____
- 19 No cooling fluid leaks Circuit 1 _____ Circuit 2 _____
- 20 Cooling Fluid Type
If Glycol what percentage of mix: _____ Good to a temperature of _____
- 21 Water / Fluid flow rate GPM _____
- 22 Entering Water Temperature (EFT): °F _____
Leaving Water Temperature (LFT): °F _____
- 23 Water / Fluid Pressure Drop across unit PSI _____
- 24 Verify that all valves on each circuit are functioning properly Yes _____ No _____
- 25 Verify water/fluid discharge pressure set point Yes _____ No _____

Cooling Mode

26 System Air Temperatures		Return: °F _____	Supply: °F _____
		Compressor 1	Compressor 2
27	Suction Pressure:	psi _____	psi _____
	Suction Line Temperature:	°F _____	°F _____
28	Saturation Temperature:	°F _____	°F _____
29	Suction Superheat:	° _____	° _____
30	Liquid Line Pressure:	psi _____	psi _____
31	Saturation Temperature:	°F _____	°F _____
	Liquid Line Temperature:	°F _____	°F _____
32	Subcooling:	° _____	° _____

33 Electrical

Evap. Motor Amps	L1 _____	L2 _____	L3 _____
Compressor 1 Amps	L1 _____	L2 _____	L3 _____
Compressor 2 Amps	L1 _____	L2 _____	L3 _____

Heating Mode (Optional)

39 System Air Temperatures		Return: °F _____	Supply: °F _____
40	Entering Water Temperature:	°F _____	Steam Pressure:psi
	Leaving Water Temperature:	°F _____	
	Electric kW: _____		
	Voltage: _____		
Amps:	Stage 1	L1 _____	L2 _____
	Stage 2	L1 _____	L2 _____

Misc.

Technician (print name): _____

Company _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

