



DEDICATED OUTDOOR AIR SPECIALISTS

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# PRE-START CHECKLIST: MC/MA SERIES

## Split System Unit

**Technician Name:**

**Start-Up Date:**

**Serial Number:**

**Project Name:**

Field start-up should be performed by a qualified technician.

The technician is responsible for assuring that all of the items on the unit pre-start checklist are properly installed and operating. Upon completion, a copy of the form should be returned [fieldservice@addison-hvac.com](mailto:fieldservice@addison-hvac.com)

### Installation Code and Quarterly Inspections:

All installation and service of Addison equipment must be performed by a contractor qualified in the installation and service of equipment sold and supplied by Addison and conform to all requirements set forth in the Addison manuals and all applicable governmental authorities pertaining to the installation, service, operation and labeling of the equipment.

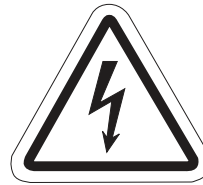
To help facilitate optimum performance and safety, Addison recommends that a qualified contractor conduct, at a minimum, quarterly inspections of your Addison equipment and perform service where necessary, using only replacement parts sold and supplied by Addison.

### Further Information:

Applications, engineering and detailed guidance on systems design, installation and equipment performance is available through Addison representatives. Please contact us for any further information you may require, including the Installation, Operation and Service Manual.

This product is not for residential use. This document is intended to assist licensed professionals in the exercise of their professional judgment.

## DANGER



**ELECTRICAL SHOCK HAZARD**  
Disconnect electric before service. More than one disconnect switch may be required to disconnect electric from equipment. Equipment must always be properly grounded.



**SEVERE INJURY HAZARD**  
Do not enter equipment while in operation. Equipment may start automatically. Do not operate with access doors open. Installation, operation, and maintenance must be performed by a trained technician only.

## WARNING



**EXPLOSION HAZARD**  
System contains R-410A refrigerant. Operating pressures may exceed limits of R-22 service equipment. Use proper refrigerant handling practices, tools, and equipment. Failure to follow these instructions can result in death, injury, or property damage.



**BURN HAZARD**  
Allow equipment to cool before service. Internal components of equipment may still be hot after operation.



**FALLING HAZARD**  
Use proper safety equipment and practices to avoid falling. Do not use any part of the equipment as a support.

**Failure to follow these instructions can result in death, injury, or property damage.**

# PRE-START CHECKLIST

- Documentation to properly start the unit including the sequence of operation, and a copy of the work order listing complete unit configuration.
- Supply power (line voltage) is connected to the unit, and is correct. (Check unit serial tag)
- Pre-Start visual check of the unit, and a copy of the unit start up form to document the operation and performance of the unit.
- Unit checked for debris.
- Confirm proper required unit clearances.
- Gages placed on each circuit to make sure the circuit has a refrigerant charge before circuit is enabled for operation.
- Phase monitor is set up correctly. See unit IOM for more information and settings.
- All ductwork is connected to the unit.
- All condensate piping is connected to the unit, and of correct size per unit label.
- Check all gas piping is connected (if applicable).
- All control wiring is connected to the unit.
- Field installed parts (if applicable) that shipped loose are installed.
- Electrical connections are tight.
- Overloads are adjusted.
- Fan(s) wheel(s) rotate freely.

- O/A dampers (if applicable) move freely. Safety switches are adjusted properly.
- Verify any field installed safeties (I.E. Fire (SD) or Condensate Overflow (COS)) are on the correct ALC board terminal location, and/or jumpers are installed correctly.
- Crankcase heater has been on for at least 24 hours at a minimum before startup.
- 80% of the calculated unit charge should be charged into the system before starting compressor.
- Vibration isolators adjusted (if applicable).
- If controls (provided by BMS) are factory mounted by Addison, has the software been downloaded and functional for proper cooling/heating startup?
- If a DOAS/ERU split system, include the pressure testing data/pics to verify system integrity (no leaks).

**For example:**  
 Pressurize system with nitrogen @ 250PSI maximum and check each joint with bubble solution.  
 Pull a vacuum down to 500 microns and hold for 1 hour.

- Notes:**
1. Start-up technician will need to fill out the Start-Up Form with date of start-up and all information.
  2. Start-up technician will need to verify the sequence of operation for the order.
  3. Return trip may be necessary to check cooling or heating operation based on the outdoor air temperature at the time of start-up.

**Comments:**

**Part Number:**  
 ADFMMCMAPST  
 Rev.: 26 June 2020DS

Signature: \_\_\_\_\_

