



DEDICATED OUTDOOR AIR SPECIALISTS

7050 Overland Road
Orlando, FL 32810
Tel.: 407-292-4400 · Fax: 407-290-1329
www.addison-hvac.com

START-UP FORM: PR SERIES

Packaged Dedicated Outdoor Air Unit

Technician Name:

Start-Up Date:

Part Number:
ADFMPRST
Rev.: 19 June 2020DS



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

The technician is responsible for assuring that all of the items on the unit start-up checklist are properly installed and operating. Upon completion, a copy of the form should be returned 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.	

GENERAL INFORMATION

Customer Name:	<input type="text"/>	Project Name:	<input type="text"/>
Address:	<input type="text"/>	Contractor Name:	<input type="text"/>
	<input type="text"/>	Unit Model #:	<input type="text"/>
City/State/Zip:	<input type="text"/>	Unit Serial #:	<input type="text"/>
Phone/Fax:	<input type="text"/>	Unit Tag #:	<input type="text"/>

APPLICATION INFORMATION

Outdoor Air Temp (°F or °C):	<input type="text"/>	db	<input type="text"/>	wb	Supply Air Temp (°F or °C):	<input type="text"/>	db	<input type="text"/>	wb
Return Air Temp (°F or °C):	<input type="text"/>	db	<input type="text"/>	wb	Outdoor Fan Temp (°F or °C):	<input type="text"/>	db	<input type="text"/>	wb
Design Duct ESP:	<input type="text"/>								

UNIT NAMEPLATE INFORMATION

Unit Electrical:		Supply Voltage:			
Volts: <input type="text"/>	Hertz: <input type="text"/>	Phase: <input type="text"/>	L1-L2: <input type="text"/>	L2-L3: <input type="text"/>	L1-L3: <input type="text"/>
Unit Controls:					
Manufacturer: <input type="text"/>	Installed By: <input type="text"/>				
Description & Operation:	<input type="text"/>				

Supply Fan Motor:		
Make: <input type="text"/>	Model: <input type="text"/>	
Voltage: <input type="text"/>	AMPS: <input type="text"/>	Quantity: <input type="text"/>
HP: <input type="text"/>	<i>AC supply fans need to run at 50Hz minimum. EC supply fans need to run at 90% minimum.</i>	Design CFM: <input type="text"/>

Exhaust Fan Motor:		
Make: <input type="text"/>	Model: <input type="text"/>	
Voltage: <input type="text"/>	AMPS: <input type="text"/>	Quantity: <input type="text"/>
HP: <input type="text"/>		Design CFM: <input type="text"/>

UNIT INFORMATION

Condenser Fan Motor:

Make: Model:
 Voltage: AMPS: Quantity:
 HP:

Energy Conservation Wheel Motor:

Make: Model:
 Voltage: AMPS: HP:

Unit Compressors:

Manufacturer:

C1A - Model Number:	<input style="width: 150px;" type="text"/>	Serial Number:	<input style="width: 150px;" type="text"/>	Nameplate:	
C1B - Model Number:	<input style="width: 150px;" type="text"/>	Serial Number:	<input style="width: 150px;" type="text"/>	Voltage:	<input style="width: 50px;" type="text"/>
C2B - Model Number:	<input style="width: 150px;" type="text"/>	Serial Number:	<input style="width: 150px;" type="text"/>	Phase:	<input style="width: 50px;" type="text"/>
C2B - Model Number:	<input style="width: 150px;" type="text"/>	Serial Number:	<input style="width: 150px;" type="text"/>		

Unit Air Filters:

	Type:	Size:		Quantity:
EC Wheel:	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>		<input style="width: 100px;" type="text"/>
Pre-Filters:	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>		<input style="width: 100px;" type="text"/>
Final Filters:	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>		<input style="width: 100px;" type="text"/>
Other:	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>		<input style="width: 100px;" type="text"/>

Comments:

START-UP CHECK

Supply Fan:	<input type="text"/>	L1 (AMPS)	<input type="text"/>	L2 (AMPS)	<input type="text"/>	L3 (AMPS)	<input type="text"/>	CFM	<input type="text"/>	ESP ¹ (inWG)
	<input type="text"/>	Command % or RPM								
Exhaust Fan:	<input type="text"/>	L1 (AMPS)	<input type="text"/>	L2 (AMPS)	<input type="text"/>	L3 (AMPS)	<input type="text"/>	CFM	<input type="text"/>	ESP ² (inWG)
	<input type="text"/>	Command % or RPM								
Energy Recovery Wheel:	<input type="text"/>	L1 (AMPS)	<input type="text"/>	L2 (AMPS)	<input type="text"/>	L3 (AMPS)				
OA Damper Operation:	<input type="text"/>	Actuator Model:	<input style="width: 100%;" type="text"/>							
Return Damper Operation:	<input type="text"/>	Actuator Model:	<input style="width: 100%;" type="text"/>							

Notes:
 1. Taken from field supply ductwork.
 2. Taken from field return ductwork.

COOLING CHECK

Cooling Type:	Water Cooled:	Air-Cooled:	Chilled Water Coil:
Glycol Type:	<input style="width: 100%;" type="text"/>	Control Valve:	<input style="width: 100%;" type="text"/>
Refrigerant Type:	<input style="width: 100%;" type="text"/>	Charge:	<input style="width: 100%;" type="text"/>
		Fans Run & Cycle Properly:	<input style="width: 100%;" type="text"/>
Number of Circuits:	<input style="width: 100%;" type="text"/>		
Water-Source Condenser Coil Cooling:	<input type="text"/> GPM	<input type="text"/> Water In °F:	<input type="text"/> Water Out °F:
	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Glycol %:	<input type="text"/> WPD
	<input type="text"/>		<input type="text"/>
Compressor Circuit #1:			
Suction Pressure:	<input style="width: 100%;" type="text"/>	Suction Temp:	<input style="width: 100%;" type="text"/>
		Saturation Temp:	<input style="width: 100%;" type="text"/>
Discharge Pressure:	<input style="width: 100%;" type="text"/>	Discharge Temp:	<input style="width: 100%;" type="text"/>
		Saturation Temp:	<input style="width: 100%;" type="text"/>
Liquid Pressure:	<input style="width: 100%;" type="text"/>	Liquid Temp:	<input style="width: 100%;" type="text"/>
Superheat:	<input style="width: 100%;" type="text"/>	<i>To Calculate Superheat: Convert suction pressure to saturation temperature, then subtract the suction line temperature.</i>	
Subcooling:	<input style="width: 100%;" type="text"/>	<i>To Calculate Subcooling: Convert liquid line pressure to condensing temperature, then subtract the liquid line temperature.</i>	
<i>Superheat and Subcooling readings must be taken with the reheat circuit disabled, and in the cooling mode. Additionally, Subcooling circuit must be energized and open.</i>			
Compressor 1A AMPS:	<input type="text"/> L1	<input type="text"/> L2	<input type="text"/> L3
Compressor 1B AMPS:	<input type="text"/> L1	<input type="text"/> L2	<input type="text"/> L3
			Unloading Switch Settings:
			Cut In: <input style="width: 100%;" type="text"/>
			Cut Out: <input style="width: 100%;" type="text"/>

COOLING CHECK

Compressor Circuit #2:

Suction Pressure:	<input type="text"/>	Suction Temp:	<input type="text"/>	Saturation Temp:	<input type="text"/>
Discharge Pressure:	<input type="text"/>	Discharge Temp:	<input type="text"/>	Saturation Temp:	<input type="text"/>
Liquid Pressure:	<input type="text"/>	Liquid Temp:	<input type="text"/>		
Superheat:	<input type="text"/>	<i>To Calculate Superheat: Convert suction pressure to saturation temperature, then subtract the suction line temperature.</i>			
Subcooling:	<input type="text"/>	<i>To Calculate Subcooling: Convert liquid line pressure to condensing temperature, then subtract the liquid line temperature.</i>			

Superheat and Subcooling readings must be taken with the reheat circuit disabled, and in the cooling mode. Additionally, Subcooling circuit must be energized and open.

Compressor 2A AMPS:	<input type="text"/>	L1	<input type="text"/>	L2	<input type="text"/>	L3	Unloading Switch Settings:
Compressor 2B AMPS:	<input type="text"/>	L1	<input type="text"/>	L2	<input type="text"/>	L3	Cut In: <input type="text"/>
							Cut Out: <input type="text"/>

Condenser Fans:

Condenser Fan 1 AMPS:	<input type="text"/>	L1	<input type="text"/>	L2	<input type="text"/>	L3	Condenser Air Temperature:
Condenser Fan 2 AMPS:	<input type="text"/>	L1	<input type="text"/>	L2	<input type="text"/>	L3	Inlet °F: <input type="text"/>
Condenser Fan 3 AMPS:	<input type="text"/>	L1	<input type="text"/>	L2	<input type="text"/>	L3	Outlet °F: <input type="text"/>
Condenser Fan 4 AMPS:	<input type="text"/>	L1	<input type="text"/>	L2	<input type="text"/>	L3	<i>Variable speed or digital compressors must be operated at 100%.</i>
Condenser Fan 5 AMPS:	<input type="text"/>	L1	<input type="text"/>	L2	<input type="text"/>	L3	
Condenser Fan 6 AMPS:	<input type="text"/>	L1	<input type="text"/>	L2	<input type="text"/>	L3	

Hot Gas Bypass/Hot Gas Reheat:

Hot Gas Bypass: Valve Begins to Open at 105PSI - Fully Open at 100PSI

Hot Gas Reheat: Staged:	Modulating:	SAT °F: <input type="text"/>
Additional Charge: Added or Subtracted - Circuit 1: <input type="text"/>	Additional Charge: Added or Subtracted - Circuit 2: <input type="text"/>	
Refrigerant Oil Added - Circuit 1: Yes No	Refrigerant Oil Added - Circuit 2: Yes No	
Amount of Oil Added (Ounces): <input type="text"/>	Amount of Oil Added (Ounces): <input type="text"/>	
Type of Oil Added: <input type="text"/>	Type of Oil Added: <input type="text"/>	

HEATING CHECK

Heating Type: Heat Pump: Hot Water: Electric: Gas: Gas Type:

Heat Stages - Qty: Manifold Pressure:

Modulating Type:

Electric Heat AMPS: L1 L2 L3 kW:

Water Source Coil: GPM Water In °F: Water Out °F: Glycol %: WPD

Hot Water Coil Heating: GPM Water In °F: Water Out °F: Glycol %: WPD

Steam Coil Heating: PSI Temp In °F: Temp Out °F:

Entering Air Temperature (EAT): °F db

Supply Air Temperature (SAT): °F db

ENERGY CONSERVATION WHEEL

Exhaust Air Before the Wheel: db wb

Exhaust Air After the Wheel: db wb

Entering Air Before the Wheel: db wb

Entering Air After the Wheel: db wb

Comments:

Owner's Representative: _____

Signature: _____