

PRE-START UP CHECKLIST

Water Energy Distributors provides one (1) complimentary "start-up" visit for all units we distribute. This visit by our Field Review Staff consists of checking all connections to the unit and supervision of machine start-up by your staff. In order to avoid subsequent visits (due to incomplete elements) please complete and return this sheet to Water Energy before requesting a formal start-up. Telephone support is available at anytime during the installation process.



WATER ENERGY DISTRIBUTORS, INC.

2 Starwood Drive Hampstead, NH 03841

603-329-8122 fax: 603-329-0285

www.northeastgeo.com

Requested Start-up date: _____

Start-up contact: _____

Phone #: _____

OFFICE USE ONLY
 Start-Up Date Confirmed w/Client
 Date: _____
 Field Reviewer: NICK ORIO

DATE:		
PROJECT NAME:	YES	NO
Final published plumbing, wiring, and well schematic. Dated: _____ Author: _____		
Are all units installed (cabinet, chassis, etc.)?		
Are shipping blocks removed? (Small tonnage units have blocks internal to unit)		
Are all thermostats wired and operational?		
Is the piping plumbed according to the installation schematic?		
Are Pete's Ports installed? (Required for system diagnostic, including start-up.)		
Has all of the piping been tested for leaks?		
Is the well system operational?		
Are all the pumps tested and operational?		
Is the system filled with water/fluid?		
Are required GPM's being provided to the heat pumps?		
Is water presently circulating through loop?		
Are all of the pipes insulated?		
Is power and control wiring complete to each unit?		
Is all high voltage wiring completed per diagram?		
Is all low voltage wiring completed per diagram?		
Is line voltage power wiring completed and tested? (Please provide voltage readings. L1: _____ L2: _____ L3: _____)		
Has power been applied for at least 24 hours?		
Is all of the ducting completed? (Confirm Design static supply is < 0.10, WC return at 0.05 WC)		
Is all of the ducting insulated and mastic used, is it located in a conditioned space?		
Is the bleed circuit complete as per WEDI piping schematic?		
Are all building elements complete? (i.e. complete insulation, no debris in air stream)		
Have you verified the line size to distance chart? (For split systems only)		
Have you evacuated the refrigerant circuit to 500 microns, or better? (For split systems only)		
Are all return air panels removed? (They should not be installed until start-up is complete)		
Are all supply registers installed?		
Are all related dampers installed and 100% open? (VAV boxes, fire/smoke dampers, etc)		
Is system checked and building grounded in accordance with NEC sect. 250 code?		
Is accumulator tank installed per piping diagram? (For water-to-water applications)		
Are accumulator tank elements wired for emergency back-up? (For water-to-water applications)		

Note: Field review staff visits that do not meet completed installations are subject to standard travel and service rates. I have read and agree with terms listed above.

X

 Installing Contractor Signature