Print Form

Heat Pump and Supplementary Heat Start-Up Sheet

Proper start-up is critical to customer comfort and equipment longevity

Reset Form

Start-Up Date

Technician Performing Start-Up | Installing Contractor Name

Owner Information

Name | Address

City | State or Province | Zip or Postal Code

Equipment Data

◯ Upflow ◯ Downflow ◯ Horizontal Left ◯ Horizontal Right

Indoor Unit Model # | Indoor Unit Serial #

Indoor Coil Model # | Indoor Coil Serial #

Outdoor Unit Model # | Outdoor Unit Serial #

Filter, Thermostat, Accessories

Filter Type | Filter Size | Filter Location(s)

Thermostat Type | Other System Equipment and Accessories

Connections -- Per Installation Instructions and Local Codes

☐ Unit is level
☐ Supply plenum and return ducts are connected and sealed
☐ Refrigerant piping complete and leak tested
☐ Gas piping is connected (if applicable)
☐ Vent system is connected (if applicable)
☐ Condensate drain for indoor coil properly connected
☐ Condensate drain for furnace (if applicable)

Electrical: Line Voltage

Indoor unit (volts AC) | Outdoor unit (volts AC) | Overcurrent Protection Breaker / Fuses Amperes

☐ Ground wire is connected
☐ Polarity is correct (120vac indoor units) black is L1 (hot), white is N (neutral)

Electrical: Low Voltage

☐ Thermostat wiring complete

☐ Heat anticipator is set to the recommended value listed in the Installation Instructions

Heat anticipator recommended value

Low voltage values: "R" and "C" at Indoor unit control board (volts AC) | "R" and "C" Outdoor unit control board (volts AC)

Supplementary Heating Set-Up

Heating Type ◯ Electric Air Handler ◯ Natural Gas ◯ LP Gas (Requires LP Conversion Kit)

Inlet Gas Pressure (in. w.c.") | Manifold Gas Pressure (in. w.c.") | LP Gas Conversion Kit Part # Used

Calculated input in btuh - clock the gas meter (Nat Gas Only) | LP Kit Installed By

Electric Heat Kit Part # (if applicable) | KW installed | Rated BTU/H (furnaces)

Venting (if applicable)

☐ Venting system properly sized, within the limitations of the charts in the installation instructions.

Intake Size | # of 90 Degree Ells | # 0f 45 Degree Ells | Length

Exhaust Size | # of 90 Degree Ells | # 0f 45 Degree Ells | Length

Air Side: System Total External Static Pressure

Supply static **before** indoor coil (in w.c.")		Supply static **after** indoor coil (in w.c.")	
Return Static (in w.c.") **before** filter		Return Static (in w.c.") **after** filter (furnace side)	
Total External Static Pressure		Maximum Rated ESP (in w.c.")	

Cooling & Heat Pump Indoor Blower Set-Up

		COOL	◯ A	◯ B	◯ C	◯ D
◯ ECM		ADJUST	◯ A	◯ B	◯ C	◯ D
		DELAY	◯ A	◯ B	◯ C	◯ D
◯ X-13	◯ 1	◯ 2	◯ 3	◯ 4	◯ 5	
◯ PSC	◯ Low	◯ Medium Low	◯ Medium	◯ Medium High	◯ High	

Return Air: Dry Bulb ____ Wet Bulb ____ Supply Air: Dry Bulb ____ Temperature Drop ____ Outside Air: Dry Bulb ____

Supplementary Heating Indoor Blower Set-Up

◯ ECM	HEAT	◯ A	◯ B	◯ C	◯ D
◯ X-13	◯ 1	◯ 2	◯ 3	◯ 4	◯ 5
◯ PSC	◯ Low	◯ Medium Low	◯ Medium	◯ Medium High	◯ High

Return Air: Dry Bulb ____ Wet Bulb ____ Supply Air: Dry Bulb ____ Temperature Rise ____

Defrost Control Board

Fill in the information ie.. "ON", "OFF" or the appropriate "Value" for the fields that apply to the defrost control board installed

◯ YorkGuard VI ◯ Demand Defrost ◯ Time and Temperature | Part Number ____ Version Number ____

Low Temp Cut Out ____ Balance Point ____ Defrost Curve ____ Y2 Lock ____ FFUEL ____ Switch Point ____

Hot Heat Pump ____ Bonnet Sensor Present ____ Run Time: Time and Temperature board only 30, 60 or 90 minutes ____

Refrigerant Charge and Metering Device

◯ R-22 ◯ R-410A | ◯ TXV ◯ Fixed Orifice

Additional Lineset Length ____ Adder per foot - lbs. ____ Oz. ____

Elbows ____ # 45s ____ Total Added - lbs. ____ Oz. ____

Orifice Size ____ Liquid Line Temp ____ High Side Pressure ____ Suction Line Temp ____ Low Side Pressure ____

TXV # ____ Subcooling ____ Superheat ____

Cycle Test

- ☐ Operate the unit through several heating cycles from the thermostat, noting and correcting any problems
- ☐ Operate the unit through continuous fan cycles from the thermostat, noting and correcting any problems
- ☐ Operate the unit through a cooling cycles, noting and correcting any problems
- ☐ Operate the unit through an emergency heating cycles, noting and correcting any problems

Clean Up

- ☐ Installation debris disposed of and indoor and outdoor areas cleaned up?

Owner Education

- [ ] Provide owner with the owner's manual
- [ ] Explain operation of system to equipment owner
- [ ] Explain thermostat use and programming (if applicable) to owner
- [ ] Explain the importance of regular filter replacement and equipment maintenance

Comments Section