



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: MC/MA SERIES Split System Unit

Technician Name:

Start-Up Date:

Part Number:
ADFMMCST
Rev.: 27 Apr 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 to Addison, using the contact information listed.

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"/>
		Start-Up Date:	<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 CFM:	<input type="text"/>				Design Duct ESP:	<input type="text"/>			

UNIT 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"/>
Amperage:	<input type="text"/>				
Unit Controls:					
Manufacturer:	<input type="text"/>		Installed By:	<input type="text"/>	
Description & Operation:	<input type="text"/>				

Lineset Information:			
Overall Length:	<input type="text"/>	Suction Line Size:	<input type="text"/>
Service Valves Installed?:	<input type="text"/>	Discharge Line Size:	<input type="text"/>

Supply Fan Motor:					
Make:	<input type="text"/>		Catalog#:	<input type="text"/>	
Voltage:	<input type="text"/>	AMPS:	<input type="text"/>	FR#:	<input type="text"/>
HP:	<input type="text"/>	RPM:	<input type="text"/>	Quantity:	<input type="text"/>

UNIT INFORMATION

Condenser Fan Motor:

Make:	<input type="text"/>	Catalog#:	<input type="text"/>
Voltage:	<input type="text"/>	AMPS:	<input type="text"/>
FR#:	<input type="text"/>		
HP:	<input type="text"/>	RPM:	<input type="text"/>
Quantity:	<input type="text"/>		

Unit Compressors:

Manufacturer:	<input type="text"/>		
Model Number:	<input type="text"/>	Serial Number:	<input type="text"/>
Model Number:	<input type="text"/>	Serial Number:	<input type="text"/>
Model Number:	<input type="text"/>	Serial Number:	<input type="text"/>
Model Number:	<input type="text"/>	Serial Number:	<input type="text"/>

Unit Air Filters:

Pre-Filters:	<input type="text"/>	Quantity:	<input type="text"/>
Final Filters:	<input type="text"/>	Quantity:	<input type="text"/>
Other:	<input type="text"/>	Quantity:	<input type="text"/>

PRE-START CHECK

Shipping Blocks Removed:	Electrical Connections Tight:
Unit Supply Voltage Correct:	Overloads Adjusted:
Unit Checked for Debris:	Set Screws Tight:
Electrical Wiring Correct:	Fan(s) Wheels/Blades Turn Freely:
Vibration Isolators Adjusted:	Crankcase Heater On:
Phase Monitor Checked:	Smoke Detector Checked:
Unit Condition:	<input type="text"/>

START-UP CHECK

Supply Motor AMPS: L1 L2 L3 RPM

OA Damper Operation: Actuator:

Return Damper Operation: Actuator:

HEATING CHECK

Heating Type: Hot Water: Electric: kW:

Control Valve:

Heat Stages:

Unit Safeties Operate Properly:

Electric Heat AMPS: L1 L2 L3

Comments:

COOLING CHECK

Refrigerant Type: Charge: Number of Circuits:

Unit Safeties Operate Properly: Fans Run & Cycle Properly:

Comments:

COOLING CHECK

Compressor Circuit #1:

Suction Pressure: Suction Temp: Saturation Temp:

Discharge Pressure: Discharge Temp: Saturation Temp:

Liquid Pressure: Liquid Temp:

Superheat: *To Calculate Superheat: Convert suction pressure to saturation temperature, then subtract the suction line temperature.*

Subcooling: *To Calculate Subcooling: Convert liquid line pressure to condensing temperature, then subtract the liquid line temperature.*

Compressor 1 AMPS: L1 L2 L3 RLA

Compressor 2 AMPS: L1 L2 L3 RLA

Compressor Circuit #2:

Suction Pressure: Suction Temp: Saturation Temp:

Discharge Pressure: Discharge Temp: Saturation Temp:

Liquid Pressure: Liquid Temp:

Superheat: *To Calculate Superheat: Convert suction pressure to saturation temperature, then subtract the suction line temperature.*

Subcooling: *To Calculate Subcooling: Convert liquid line pressure to condensing temperature, then subtract the liquid line temperature.*

Compressor 1 AMPS: L1 L2 L3 RLA

Compressor 2 AMPS: L1 L2 L3 RLA

Condenser Fans:

Unloading Switch:

Condenser Fan 1 AMPS: L1 L2 L3 Cut In:

Condenser Fan 2 AMPS: L1 L2 L3 Cut Out:

Condenser Fan 3 AMPS: L1 L2 L3

Condenser Fan 4 AMPS: L1 L2 L3

Condenser Fan 5 AMPS: L1 L2 L3

Condenser Fan 6 AMPS: L1 L2 L3

Hot Gas Bypass/Hot Gas Reheat:

Hot Gas Bypass # of Stages: Setpoint: 1: 2: 3: 4:

Hot Gas Reheat # of Stages: Setpoint: 1: 2:

Comments:

Owner's Representative: _____

Signature: _____