



# Jobsite Startup and Commissioning Report

Shelter (Name/Number): \_\_\_\_\_

Commissioned By (Name): \_\_\_\_\_

Installation By (Company): \_\_\_\_\_

Installer Address/Phone No.: \_\_\_\_\_

Date Commissioned: \_\_\_\_\_

**Shipping Inspection – Inspect each unit for the following:**

Yes	No	Do any of the units have visible damage from falling over during transit?
Yes	No	Are any of the Condenser Coils located at the upper front of each unit Damaged?
Yes	No	Are any of the Condenser fan assemblies located in the top of each unit damaged?
Yes	No	Inspect the lower front door and side panels of each unit. Are all door panels intact and air/water tight?
Yes	No	Inspect the blower wheel/housing by looking into the supply opening of each unit. Is the blower wheel centered and able to spin inside the blower housing?
Yes	No	Inspect all accessories including supply and return louvers. Are they free of damage?

**Model and Serial Numbers of HVAC units**

Unit	Model Number	Serial Number
#1		
#2		
#3		
#4		

**Model and Serial Number of Controller**

Model Number	Serial Number

**HVAC Unit Installation – Verify the following:**

Yes	No	Verify rain flashing is installed at the top of each unit. Has caulk or sealant been applied per installation instructions to avoid water intrusion into each unit?
Yes	No	Verify all high voltage wire routing requirements are met. Are all conduit connections tightened and sealed for weatherization?
Yes	No	Verify all communication wire routing requirements are met. Are all conduit connections tightened and sealed for weatherization?
Yes	No	Are all HVAC Unit outdoor service and airflow clearances on the sides, front, bottom, and top met?
Yes	No	A 24” minimum distance is needed between the supply and return openings and equipment in the room. Are all HVAC Unit indoor supply and return clearances met?

**Controller and Unit Communication Wiring – Verify the following:**

Yes	No	Are EMI filters installed on the 2 wire shielded cable ran from the controller to the units?
Yes	No	A continuity check between the 2 communications wires with a multimeter will verify proper “+” and “-“connections have been made for the 2 wire shielded cable. This may be checked at the unit or controller. No continuity should be observed. If continuity is observed, check communications wire “+” and “-“connections for reversal. Has a continuity check been performed with a multimeter?
<b>HVAC Unit #1 Setup – Verify the following:</b>		
Yes	No	Is unit addressed as #1 using the TEC-EYE service tool?
Yes	No	Indoor blower, economizer, compressor, condenser fan, electric heat is operational?
		High Pressure (psi) measurement from TEC-EYE service tool.
		Low Pressure (psi) measurement from TEC-EYE service tool.
		Measure Voltage at unit circuit breaker with Multimeter. If power is below 220 Volts, disconnect power and move red wire on low voltage transformer to 208V terminal.
<b>HVAC Unit #2 Setup – Verify the following:</b>		
Yes	No	Is unit addressed as #2 using the TEC-EYE service tool?
Yes	No	Indoor blower, economizer, compressor, condenser fan, electric heat is operational?
		High Pressure (psi) measurement from TEC-EYE service tool.
		Low Pressure (psi) measurement from TEC-EYE service tool.
		Measure Voltage at unit circuit breaker with Multimeter. If power is below 220 Volts, disconnect power and move red wire on low voltage transformer to 208V terminal.
<b>HVAC Unit #3 Setup – Verify the following:</b>		
Yes	No	Is unit addressed as #3 using the TEC-EYE service tool?
Yes	No	Indoor blower, economizer, compressor, condenser fan, electric heat is operational?
		High Pressure (psi) measurement from TEC-EYE service tool.
		Low Pressure (psi) measurement from TEC-EYE service tool.
		Measure Voltage at unit circuit breaker with Multimeter. If power is below 220 Volts, disconnect power and move red wire on low voltage transformer to 208V terminal.
<b>HVAC Unit #4 Setup – Verify the following:</b>		
Yes	No	Is unit addressed as #4 using the TEC-EYE service tool?
Yes	No	Indoor blower, economizer, compressor, condenser fan, electric heat is operational?
		High Pressure (psi) measurement from TEC-EYE service tool.
		Low Pressure (psi) measurement from TEC-EYE service tool.
		Measure Voltage at unit circuit breaker with Multimeter. If power is below 220 Volts, disconnect power and move red wire on low voltage transformer to 208V terminal.
<b>Jobsite Temperature Measurements – Record the following:</b>		

		Outdoor Ambient Temperature
		Indoor Room Temperature
<b>Controller Setup – Verify the following:</b>		
Yes	No	Are all hard wired alarms (NOC) and/or Ethernet cable connected and functional?
Yes	No	Are all remote indoor temperature and humidity sensors connected and operational?
Yes	No	Is the time and date set in the controller?
Yes	No	Warm the indoor temperature and humidity sensor with a blow dryer or heat gun. Be careful not to overheat and damage the sensor. Do all units operate?
Yes	No	Clear all alarms in the controller. Do all alarms stay inactive (alarms clear)?
Yes	No	Are the supply and return grilles the correct model for the product?
Yes	No	Are all supply grille fins adjusted to force air towards the room floor?
		Record indoor temperature displayed on the controller.
		Record indoor humidity displayed on the controller.
		Power Supply Voltage at unit controller measured with Multimeter.

Controller Software Version:

**Final Jobsite review – Verify the following:**

Yes	No	Are all installation tools including driver bits, pliers, and screwdrivers accounted for?
Yes	No	Are all HVAC unit panels secured including control panel, filter, and front doors?
Yes	No	Are all alarms cleared from the controller?
Yes	No	If the site is monitored, have external parties received notification the job is complete?

**Warranty Registration**

Trained installers and contractors are eligible for an extended warranty. Go to [www.bardhvac.com](http://www.bardhvac.com) and select “Distributor Access”. Log into the extended warranty program using your username and password provided at the end of the training class.

Standard warranty registration is available at [www.bardhvac.com](http://www.bardhvac.com) under “Warranty Registration”.

***When completed, store this document in the shelter with manuals for future reference.***

**3D Barcode for Extended Warranty**



**3D Barcode for Standard Warranty**

