



## Factory/Field Start Up Report

**Hastings HVAC**  
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Please complete all that apply for warranty registration

<b>JOB SITE NAME</b>		<b>INSTALLING CONTRACTOR</b>	
<b>ADDRESS</b>		<b>ADDRESS</b>	
<b>CITY, STATE, ZIP</b>		<b>CITY, STATE, ZIP</b>	
<b>PHONE/FAX</b>		<b>PHONE/FAX</b>	
<b>PERSON TO CONTACT AND EXTENSION</b>		<b>PERSON TO CONTACT AND EXTENSION</b>	
<b>UNIT MODEL/SERIAL NUMBERS (ONE REPORT PER UNIT)</b>		<b>START-UP PERFORMED BY (please print) DATE</b>	

**Preliminary Unit Checks** (As outlined in the "Installation and Maintenance Manual")

INSPECTED UNIT UPON ARRIVAL FOR DAMAGE - UNIT DAMAGED OR UNIT ARRIVED FINE		
FOUND BOX(S) OF UNMOUNTED PARTS AND PACKET(S) OF TECHNICAL LITERATURE		YES/NO
BLOWER SECTION:	BEARINGS, SHEAVES AND/OR BUSHINGS, AND BELT TIGHT	YES/NO
	BEARINGS LUBRICATED PER MANUFACTURER SPECS	YES/NO
	CENTER SHAFT COUPLING TIGHT(BACKWARD INCLINE FAN UNITS)	YES/NO
	VIBRATION ISOLATED FAN SECTIONS - REMOVE YELLOW PAINTED TIEDOWNS	YES/NO
UNIT SECTION ASSEMBLY:	ASSEMBLE AND SEAL UNIT PER GENERAL ARRANGEMENT DRAWING	YES/NO
	INLET AND/OR DISCHARGE DUCTWORK INSTALLED PER I/O MANUAL	YES/NO
	MARKED COMPONENTS DISASSEMBLED FOR SHIPMENT HAVE BEEN PROPERLY REASSEMBLED IN CORRECT LOCATION (ie. Motor, Conduit, Temp. Controls, splice channels)	YES/NO
ELECTRICAL CHECKS:	ALL SCREW TERMINAL CONNECTIONS TIGHTENED	YES/NO
	FIELD INSTALLED WIRING IN COMPLIANCE WITH DIAGRAM	YES/NO
UNIT SPECIFICATIONS	DOES VOLTAGE, FUEL TYPE, AND GAS PRESSURE AGREE WITH NAMEPLATE	YES/NO

**ELECTRICAL DATA** ( If single phase omit any readings including L3 )

LINE VOLTAGE L1-L2	L1-L3	L2-L3	STEPDOWN PRI/SEC	/
LINE VOLTAGE TO GROUND L1	L2	L3	LOW VOLTAGE	

**MOTOR OPERATING DATA**

Blower	Nameplate	As Read	Burner	Nameplate	As Read
Make		Overload Setting amps	Make		Overload Setting amps
HP/S.F.			HP/S.F.		
R.P.M.			R.P.M.		
Volts			Volts		
Amps			Amps		

Phase			Phase		
Motor rotation checked?	CW	CCW	Motor rotation checked?	CW	CCW
<b>Exhauster</b>	Nameplate	As Read	<b>Oil Pump</b>	Nameplate	As Read
Make		Overload Setting	Make		Overload Setting
HP/S.F.		amps	HP/S.F.		amps
R.P.M.			R.P.M.		
Volts			Volts		
Amps			Amps		
Phase			Phase		
Motor rotation checked?	CW	CCW	Motor rotation checked?	CW	CCW

**BLOWER/FAN OPERATION**

Main Blower/Fan Shaft		Fixed sheave(s) changed?	Variable sheave(s) adjusted?
R.P.M.		YES _____ NO _____	YES _____ T.O. _____ NO _____
Counter-Flo Exhauster Shaft		Fixed sheave changed?	Variable sheave adjusted?
R.P.M.		YES _____ NO _____	YES _____ T.O. _____ NO _____
Blower Motor Lubricated		Bearings Lubricated	Stack/Flue Installed Correctly?
Exhauster Motor Lubricated		Bearings Lubricated	YES _____ NO _____
Does Unit Vibrate?	Any objections to any noise by customer?		Unit Level?

**MOTOR OPERATED DAMPER(S)**

Fresh Air	Damper Adjusted Yes _____ No _____	End Switch Check Yes _____ No _____
Return Air	Damper Adjusted Yes _____ No _____	End Switch Check Yes _____ No _____
Discharge Air	Damper Adjusted Yes _____ No _____	End Switch Check Yes _____ No _____
Profile Plates	Damper Adjusted Yes _____ No _____	End Switch Check Yes _____ No _____

**SYSTEM/DUCT FURNACE RECORD**

System/Duct Furnace Model Number (Example: HRDV or RDV ) _____
System/Duct Furnace Serial Number(s) Furnace 1 _____, Furnace 2 _____,
Furnace 3 _____, Furnace 4 _____, Furnace 5 _____,
Furnace 6 _____, Furnace 7 _____, Furnace 8 _____

**COUNTER-FLO BURNER RECORD** (Gordon-Piatt/Power Flame only)

Gordon-Piatt Model Number _____	Serial Number _____
MAXON Model Number _____	Serial Number _____

**TYPE OF BTU INPUT** (Circle one) Natural Gas Propane Methane Electric Oil

Pressure to Unit's Inlet _____ p.s.i. _____ oz. _____ " w.c.	
Type of oil piping system ( Refer to I/S Manual )	Single Pipe Method - Pressure / Suction
	Two Pipe Method - Pressure / Suction

**ELECTRICAL ELEMENT INSERT NAMEPLATE DATA**

MANUFACTURED BY:	MODEL/ORDER NUMBER:	
PRIMARY VOLTAGE	CONTROL VAOLTAGE	NUMBER OF STAGES

**BURNER OPERATIONAL CHECKS**

Burner operating pressure _____ "w.c.	Condition of burner _____
Length/Appearance of Pilot Flame _____	
Length/Appearance of Main Flame @ <small>High fire</small> _____ <small>Low fire</small> _____	
Counter-Flo Draft (Exhauster on, Burner on, in Breaching) _____ "w.c.	Over Fire ( Access Door)
Counter-Flo Draft (Exhauster on, Burner off, in Breaching) _____ "w.c.	Over Fire ( Access Door)
Counter-Flo Combustion Analysis CO _____ ppm CO <sub>2</sub> _____ % O <sub>2</sub> _____ % Excess Air _____ %	
Stack Temperature: Gas Fired _____ ° F	Oil Fired _____ ° F

**FLAME SAFEGUARD CHECKS**

Purge Time _____ seconds	Flame Sense Type (Circle One) Rectification Ultra violet
Micro-Amp/DCV Readings @: High fire _____ Mid-Range _____ Low fire _____	
Time required for Flame Safeguard to trip to Alarm _____ seconds	

**TIMER SETTINGS (THESE TIMERS MAY BE PART OF THE WHOLE CONTROL)**

Delay Timer (1 DT) _____ min./sec.	(2 DT) _____ min./sec.	(3 DT) _____ min./sec.	(4 DT) _____ min./sec.	(5 DT) _____ min./sec.
Overriding Timer (1 OT) _____ min./sec.	(2 OT) _____ min./sec.	(3 OT) _____ min./sec.	(4 OT) _____ min./sec.	

**CONTROL SET POINTS (Use electrical diagram to identify (\*\*)) control)**

Auto Summer/Winter Switch	(AC)	° F	High Limit Switch	(HL)	° F
Air Proving Switch (non-ETL)	(AP)	"w.c.	Low Gas Pressure Switch	(LG)	"w.c.
Air Proving Switch low velocity (ETL)	(AP-L)	"w.c.	Low Limit Switch	(LL)	° F
Air Proving Switch over velocity (ETL)	(AP-H)	"w.c.	Low Oil Pressure Switch	(LP)	psi
Outside Air Control	(AT)	° F	Discharge Air Control	(MD)	° F
Auxiliary High Limit	(AX)	° F	Modulation High Limit	(MH)	° F
Bonnet Fan Switch	(BF)	On ° F /Off ° F	Modulation Low Limit	(ML)	° F
Blocked Vent Switch	(BV)	° F	Mixed Air Temperature	(MS)	° F
Combustion Air Switch	(CA)	"w.c.	Inlet Air Control	(OR)	° F
Clogged Filter Switch	(CS)	"w.c.	Pre-purge Timer	(PT)	sec.
Discharge Temperature Limit	(DC)	° F	Room Thermostat	(RT)	° F
Draft Switch	(DS)	"w.c.	Selector Dial	(SD)	° F
Duct Thermostat	(DU)	° F	Temperature Limit	(TL)	° F
Fire Thermostat	(FF)	° F	Other Controls not listed	( )	
Freeze Thermostat	(FZ)	° F	Other Controls not listed	( )	
High Gas Pressure Switch	(HG)	"w.c.	Other Controls not listed	( )	
Adjustable Profile Plates: Photohelic set points - Low "w.c. / High "w.c. (Factory setpoints:Low .52"w.c. High .58"w.c.)					

**EVAPORATIVE COOLING SECTION**

INPSECTED MEDIA PADS, PIPING, PUMP, AND CONTROLS FOR DAMAGE	YES/NO
TIME CLOCK SETTINGS ENTERED FOR TIME OF DAY, DAY OF WEEK, AND AUTOMATIC DUMP CYCLE	YES/NO
DOES THE EVAPORATIVE SECTION OVERSPRAY PAST THE SUMP	YES/NO
HAS THE DRAIN BEEN INSTALLED PER DESIGN INCLUDING TRAP AND OVERFLOW	YES/NO

**DIRECT EXPANSION COOLING**

DIRECT EXPANSION COOLING								SERIAL NUMBER
MAKE AND MODEL OF CONDENSING UNIT								
MAKE AND MODEL OF COMPRESSOR 1								
MAKE AND MODEL OF COMPRESSOR 2								
MAKE AND MODEL OF COMPRESSOR 3								
MAKE AND MODEL OF COMPRESSOR 4								
UNIT CAME HOT GAS BY-PASS READY	YES/NO	HOT GAS PIPED WITH INVERTED TRAP					YES/NO	
REFRIGERANT TYPE	TOTAL QUANTITY	LBS		DRYERS INSTALLED		YES/NO		
	COMPRESSOR 1	COMPRESSOR 2	COMPRESSOR 3	COMPRESSOR 4				
NAMEPLATE VOLTAGE / ACTUAL								
NAMEPLATE FLA / ACTUAL								
NAMEPLATE LRA / ACTUAL								
CONDENSER FAN DATA	FAN1	FAN 2	FAN 3	FAN 4	FAN 5	FAN 6	FAN 7	FAN 8
MAKE AND MODEL								
NAMEPLATE VOLTAGE / ACTUAL								
NAMEPLATE AMPS / ACTURAL								
CUT IN / CUT OUT (PSI OR °F)								
NUMBER OF CIRCUITS	SUPERHEAT		CIRCIUT 1	°F	CIRCUIT 2		°F	
	SUB COOLING		CIRCIUT 1	°F	CIRCUIT 2		°F	
LIQUID LINE PRESSURE			PSI		PSI			

SUCTION LINE PRESSURE	PSI	PSI
LOW PRESSURE CUTOUT SAFTEY	PSI	PSI
HIGH HEAD CUTOUT SAFTEY	PSI	PSI
LOW OIL PRESSURE CUTOUT	PSI	PSI

**General Remarks**

Type of Industry:

Heater Application (Circle one)

Heating and/or Air Conditioning      Makeup Air      Door Heater      Other (Explain)

Other:

Was customer operation and maintenance training done?      Time involved:      Hrs.

If training wasn't done, why:

Name(s)/Company of those instructed:

*(Empty space for name(s)/company of those instructed)*

Comments:

*(Empty space for comments)*

I acknowledge that the information contained on this factory start-up form has been completed by following the guidelines set forth by Hastings HVAC. Any problems that occur at the time of factory start-up will be reported to Hastings HVAC. Any omissions to the form, inaccurate information, or failure to provide this report to Hastings HVAC will constitute a warranty coverage issue and could cause a possible loss of warranty.

Signature \_\_\_\_\_ Date \_\_\_\_\_

(NAME OF PERSON CONDUCTING START-UP, DATE COMPLETED)

I have been Hastings HVAC Start-up trained and certified.

Send completed copy to: Hastings HVAC      or Fax to: 402.462.8006  
3606 Yost Avenue  
Hastings, NE 68901

