

M3 Series Startup Form

Job Name: _____	Date: _____
Address: _____	
Model Number: _____	
Serial Number: _____	Tag: _____
Startup Contractor: _____	
Address: _____	
Phone: _____	

Pre Startup Checklist

Installing contractor should verify the following items.	
1. Is there any visible shipping damage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the unit level?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are the unit clearances adequate for service and operation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do all access doors open freely and are the handles operational?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have all shipping braces been removed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have all electrical connections been tested for tightness?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Does the electrical service correspond to the unit nameplate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. On 208/230V units, has transformer tap been checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Has overcurrent protection been installed to match the unit nameplate requirement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Have all set screws on the fans been tightened?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Do all fans rotate freely?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Does the field water piping to the unit appear to be correct per design parameters?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Is all copper tubing isolated so that it does not rub?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Have the damper assemblies been inspected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Are air filters installed with proper orientation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Have condensate drain and p-trap been connected?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Ambient Temperature

Ambient Dry Bulb Temperature _____ °F	Ambient Wet Bulb Temperature _____ °F
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Supply Fan Assembly

Alignment <input type="checkbox"/>		Check Rotation <input type="checkbox"/>		Nameplate Amps _____	
Number	hp	L1	L2	L3	
1					
2					
3					
4					
Band Size _____			VAV Controls _____		
VFD Frequency _____			Springs Operating Correctly <input type="checkbox"/>		

Energy Recovery Wheel Assembly

Wheels Spin Freely <input type="checkbox"/>		Check Rotation <input type="checkbox"/>		FLA _____	
Number	hp	L1	L2	L3	
1					
2					

Power Exhaust Fan Assembly

Alignment <input type="checkbox"/>		Check Rotation <input type="checkbox"/>		Nameplate Amps _____	
Number	hp	L1	L2	L3	
1					
2					
Band Size _____			Springs Operating Correctly <input type="checkbox"/>		
VFD Frequency _____					

Power Return Fan Assembly

Alignment <input type="checkbox"/>		Check Rotation <input type="checkbox"/>		Nameplate Amps _____	
Number	hp	L1	L2	L3	
1					
2					
Band Size _____			Springs Operating Correctly <input type="checkbox"/>		
VFD Frequency _____					

Outside Air/Economizer Dampers

OA Operation Check <input type="checkbox"/>	Damper Wiring Check <input type="checkbox"/>	Gears Check <input type="checkbox"/>
RA Operation Check <input type="checkbox"/>	Damper Wiring Check <input type="checkbox"/>	Gears Check <input type="checkbox"/>
EA Operation Check <input type="checkbox"/>	Damper Wiring Check <input type="checkbox"/>	Gears Check <input type="checkbox"/>
Damper Actuator Type: _____		
Economizer Changeover Type and Operation: _____		

Electric Heating

Stages _____		Limit Lockout <input type="checkbox"/>	Aux. Limit Lockout <input type="checkbox"/>	Door Interlock <input type="checkbox"/>
Stage	Amps	Stage	Amps	
1		7		
2		8		
3		9		
4		10		
5		11		
6		12		

Maintenance Log

This log must be kept with the unit. It is the responsibility of the owner and/or maintenance/service contractor to document any service, repair, or adjustments. AAON Service and Warranty Departments are available to advise and provide phone help for proper operation and replacement parts. The responsibility for proper startup, maintenance, and servicing of the equipment falls to the owner and qualified licensed technician.

Entry Date	Action Taken	Name/Tel.