

## EQUIPMENT STARTUP CHECKLIST For Educational Facilities

**Equipment type:** Dust collector  
**Equipment designation:** DCE-1  
**Barcode designation:** 111111  
**Area served:** Wood shop  
**Equipment location:** Outdoors adjacent to workshop

### ELECTRICAL INSPECTION

- |   | [Y]                   | [N]                   |
|---|-----------------------|-----------------------|
| • Electrical connections are completed.           | <input type="radio"/> | <input type="radio"/> |
| • Disconnect install per code compliance.         | <input type="radio"/> | <input type="radio"/> |
| • Starter and wire sizing per contract documents. | <input type="radio"/> | <input type="radio"/> |
| • Motor bumped to verify rotation.                | <input type="radio"/> | <input type="radio"/> |
| • Terminations and panel circuit labeled.         | <input type="radio"/> | <input type="radio"/> |
| • Voltage and motor amps (per phase) documented.  | <input type="radio"/> | <input type="radio"/> |

### EQUIPMENT INSTALLATION (PER CONTRACT DRAWINGS AND SPECIFICATION)

- |   | [Y]                   | [N]                   |
|---|-----------------------|-----------------------|
| • Ductwork installation complete at unit.                     | <input type="radio"/> | <input type="radio"/> |
| • Vibration isolation complete (if applicable).               | <input type="radio"/> | <input type="radio"/> |
| • Seismic restraints complete (if applicable).                | <input type="radio"/> | <input type="radio"/> |
| • Interior of unit is clean of any debris.                    | <input type="radio"/> | <input type="radio"/> |
| • Manufacturer's O&M available.                               | <input type="radio"/> | <input type="radio"/> |
| • Manufacturer's startup sheets attached with this checklist. | <input type="radio"/> | <input type="radio"/> |
| • Warranty certificate available.                             | <input type="radio"/> | <input type="radio"/> |

### DISTRIBUTION (TO AND FROM EQUIPMENT)

- |  | [Y]                   | [N]                   |
|--|-----------------------|-----------------------|
| • Ductwork pressure tested per contract documents.                 | <input type="radio"/> | <input type="radio"/> |
| • Cleanouts provided and completed.                                | <input type="radio"/> | <input type="radio"/> |
| • Installation per contract documents (specification and details). | <input type="radio"/> | <input type="radio"/> |
| • TAB report and field notes attached with this checklist.         | <input type="radio"/> | <input type="radio"/> |
| • Identification per contract documents.                           | <input type="radio"/> | <input type="radio"/> |

### AUTOMATIC CONTROLS

- |   | [Y]                   | [N]                   |
|---|-----------------------|-----------------------|
| • Temperature controls complete.                                | <input type="radio"/> | <input type="radio"/> |
| • Control points confirmed.                                     | <input type="radio"/> | <input type="radio"/> |
| • Alarm types determined and enabled.                           | <input type="radio"/> | <input type="radio"/> |
| • Alarm limits programmed.                                      | <input type="radio"/> | <input type="radio"/> |
| • Electrical system interlocks complete.                        | <input type="radio"/> | <input type="radio"/> |
| • Unit furnished controls interfaced with owner's BAS computer. | <input type="radio"/> | <input type="radio"/> |

### REFERENCE

- 2008 ASHRAE Handbook – Systems & Equipment, Chapter 1, "HVAC System Analysis and Selection"
- 2007 ASHRAE Handbook – 2007 Applications, Chapter 6, "Educational Facilities," and Chapter 30, "Industrial Local Exhaust Systems"
- 2005 ASHRAE Handbook – Fundamentals, Chapter 35, "Duct Design"

### DESIGN REVIEW AND TRICKS OF THE TRADE

- Create an airflow diagram indicating cfm, air changes, and space pressure.
- Confirm there is safe access to the equipment.
- Confirm the manufacturers' recommended clearance around equipment.
- Consider routine maintenance can be achieved without shutting unit down.
- Attach equipment schedule and design criteria to checklist.
- Attach sequence of operation to checklist.
- Attach associated contract detail drawing to checklist.

### NOTE

- Refer to equipment manufacturers' literature for additional data and requirements.
- Refer to building owner standards and guidelines for additional criteria. **ES**

If you have any comments, suggestions, or questions regarding this designer checklist, contact Amanda McKew at [amckew@rdkengineers.com](mailto:amckew@rdkengineers.com).



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