

Date:	Store Number:	<i>Technical Support or Warranty Parts 1-888-598-1198 Opt. 1</i>
Store Name:		
Serial Number:		

❖ **Complete the Site Arrival Procedure.**
*Use the Flō provided SU-GEN-01 Startup Reference Manual for step-by-step instructions to perform the start-up.
 If you have any questions and/or concerns, call Flō Tech Support right away.*

SECTION 1 - 13	<h2>UNIT PREPARATION</h2>
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	YES	NO	N/A
1. Is there any visual damage to the unit? If the unit is damaged, describe in the notes section of this form and take a picture of the damage and contact Flō.			
2. Is the Outdoor Air Hood (OAH) open and properly fasten to the unit? If the OAH is not open, open and properly fasten it using the 5/16" screws provided.			
3. Has the shipping screw been removed from the barometric relief damper(s) and does the relief damper move freely? If the shipping screw has not been removed, remove it.			
4. Is the unit level and does water drains towards the P-Trap? If the unit is not level, contact the site supervisor, note a deficiency in the notes section and contact Flō.			
5. Are the p-trap(s) are permanently attached to the unit using the proper adhesive? If the p-trap(s) are not attached to the unit, connect them using the proper adhesive.			
6. Are the shipping straps on the TXV(s) capillary tubes removed and are the tubes separated with silicone? If the tubes are not separated, remove the shipping straps, and separate the tubes with silicone.			
7. What type of heat recovery is in the Flō unit: REHEAT HEAT RECLAIM NO HEAT RECOVERY			
A. If Heat Reclaim, are the piping connections are installed?			
B. If Heat Reclaim, is the pipe chase is sealed and clean?			
C. If Heat Reclaim, is the heat reclaim operational?			
D. If Heat Reclaim, is the temp sensor is mounted to pipe and insulated? If not mount and insulate the probe.			
8. Are the damper actuators securely mounted and tightly connected to the damper blades? If the dampers or actuators are not working properly, attempt a repair, document it in the notes section and contact Flō.			
9. Turn the unit ' OFF ' and remove blower cover: Is the supply fan wheel in alignment and does it move freely? If the fan is not aligned or does not move freely, attempt to align the wheel. If the wheel cannot be aligned, contact Flō.			
10. Are the control wires, relays, and connections secure throughout the unit? If loose connections exist, attempt to repair the connections, document it in the notes section and contact Flō if required.			
11. Are the heat exchangers and/or heat strips are clean, and no debris remains in the compartment? Clean if necessary.			
12. Did you set the Clogged Filter Switch (CFS) for proper operation and verify that it will not generate nuisance alarms?			
13. Did you verify that the Flō unit controller's date and time are set correctly for your time zone? If the time and date are not set correctly for your time zone, set them now.			

SECTION 14	<h2>UNIT IMAGES</h2>
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Take digital images of the following and submit images to: startup@systemsflo.com before calling in for check out.

<ol style="list-style-type: none"> 1. Unit Name Plate 2. Inside of each compartment of the unit 3. Controller Alarm Status Screen 4. Controller Network Info Screen 5. All sides of the unit with doors closed 	<ol style="list-style-type: none"> 6. Outdoor Hood Installation 7. Supply Temperature Sensor showing location 8. Space Temperature Sensor showing location 9. Humidity/Dew point Sensor showing location
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SECTION 15		ELECTRICAL											
<i>Use Personal Protective Equipment (PPE) and all safety precautions when recording the voltages and amperage.</i>													
Supply Line Voltage			Supply Fan(s)						Condenser Fans				
L1 to L2 (VAC):		Supply Fan 1			Supply Fan 2			A	B	AB	C	D	CD
L1 to L3 (VAC):		<i>Amperage</i>						<i>Amperage</i>					
L2 to L3 (VAC):		L1	L2	L3	L1	L2	L3	L1	L1	L1	L1	L1	L1

SECTION 16		DIGITAL PHASE MONITOR									
<i>Use Personal Protective Equipment (PPE) and all safety precautions when recording the voltages and amperage.</i>											
DPM Settings:		Line Voltage:	Over/ Under %:	Trip Delay:			Restart Delay:		Phase Imbalance:		
<i>Recommended Settings</i>		<i>Voltage Selected</i>	<i>10%</i>	<i>5-Seconds</i>			<i>2-Minutes</i>		<i>5%</i>		

❖ The FLÖ unit is shipped with smoke detector contacts open and will not operate until closed. A Normally Closed (NC) smoke detector circuit is required for operation.

SECTION 17		HEATING (GAS OR ELECTRIC)											
<i>If GAS static inlet pressure is out of range notify your Project Coordinator immediately. The gas valves have been factory set, verify the gas manifold pressures, and adjust only if necessary.</i>													
Record gas static inlet pressure upstream of the gas valve.								"WC		Nature Gas Inlet Pressure: 6.0" - 10.5" WC Lo/ Hi Fire: 1.75"/3.5" WC (+/- 10%)			
Record gas inlet pressure upstream of the gas valve at Full Burn .								"WC					
Record the gas manifold pressures set at Low Fire and High Fire .													
Gas Valve	MGV1	MGV2	MGV3	MGV4	MGV5	MGV6	MGV7	MGV8	Propane Inlet Pressure: 11.0" - 13.0" WC Lo/ Hi Fire: 5.25"/10.5" WC (+/- 10%)				
Low Fire:													
High Fire:													
Electric Heat	CONT 1	CONT 2	CONT 3	CONT 4	CONT 5	CONT 6	CONT 7	CONT 8	Electric Record the average amperage of each contactor of Electric Heat .				
Amperage:													

SECTION 18		COOLING												
<i>If ambient is above 80°F and return above 70°F verify the Sub-Cooling and Superheat are within range and record your readings below. If the measurements are not with the range, adjust the refrigerant charge or TXVs as required. Refer to SU-GEN-01 Startup Reference Manual sections 18.4 – 18.6 if necessary.</i>														
Is the Sensing Bulb tight and mounted just below 3 or 9 on the pipe?				3 o'clock				9 o'clock				Other		
Sub-Cooling <i>Air Cooled 8-15 °F Water Source Heat pump 4-8 °F</i>				Refrigerant Adjustment				Superheat <i>8-15 °F</i>				TXV Adjusted <i>Sensing bulbs must be tight and mounted just below 3 or 9 on the pipe.</i>		
Circuit	Initial Reading	Final Reading	°F	Circuit	Added	Removed	Amount	Circuit	Initial Reading	Final Reading	°F	Circuit	Yes	No
A				A				A				A		
B				B				B				B		
C				C				C				C		
D				D				D				D		

SECTION 19	SENSORS				
<i>If a sensor is not required at your site, mark that sensor as 'N/A'.</i>					
	(A)	(B)	(C)	(D)	
UNIT CONTROL SENSORS	CONTROLLER READINGS	MEASURED READINGS	OFFSET APPLIED	PASS	N/A
<i>Example Sensor - Negative Offset</i>	70	69	-1	X	
<i>Example Sensor - Positive Offset</i>	69	70	+1	X	
COMPRESSOR A STATIC SUCTION					
COMPRESSOR A STATIC DISCHARGE					
COMPRESSOR B STATIC SUCTION					
COMPRESSOR B STATIC DISCHARGE					
COMPRESSOR C STATIC SUCTION					
COMPRESSOR C STATIC DISCHARGE					
COMPRESSOR D STATIC SUCTION					
COMPRESSOR D STATIC DISCHARGE					
SPACE TEMPERATURE SENSOR 1					
SPACE TEMPERATURE SENSOR 2					
SPACE HUMIDITY / DEWPOINT 1					
SPACE HUMIDITY / DEWPOINT 2					
OUTDOOR AIR TEMPERATURE					
OUTDOOR HUMIDITY					

MONITORING SENSORS	CONTROLLER READINGS	N/A	MONITORING SENSORS	CONTROLLER READINGS	N/A
SUPPLY AIR TEMP SENSOR			RETURN AIR TEMP SENSOR		
REHEAT/RECLAIM TEMP SENSOR 1			REHEAT/RECLAIM TEMP SENSOR 2		
VAV 1 SPACE TEMPERATURE			VAV 2 SPACE TEMPERATURE		
SPACE CO2 SENSOR 1			SPACE CO2 SENSOR 2		
ENTERING WATER TEMP SENSOR A			LEAVING WATER TEMP SENSOR A		
ENTERING WATER TEMP SENSOR B			LEAVING WATER TEMP SENSOR B		
HOT WATER ENTERING TEMP			HOT WATER LEAVING TEMP		

SECTION 20	NOTES				

SECTION 21	SITE DEPARTURE				
❖ Before departing site, you must call the Flō checkout line (888-598-1198 Opt. 2) at your scheduled appointment time. ❖ If you do not have a checkout scheduled, please call Flō Customer Support at 866-706-2647 Opt. 1					
Technician's Company:		Technician's Phone #:			
Technician's Name (print):		Check Out Code #:			