



Project Name: \_\_\_\_\_  
 Installing Contractor: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 Main contact on site: \_\_\_\_\_  
 Contact Phone #'s: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_

First of all, thank you for choosing a quality Roberts Mechanical Equipment Company Product! Just like you, our company prides itself in providing quality products and service and we look forward to commissioning your equipment. In order to avoid unnecessary and costly return calls, we ask that you field verify the following items are completed. Without completion of these items, we are both bound to losing valuable time and money. By taking the time to complete these checks, you can assure both our firms of a more profitable completion to this project.

**ELECTRICAL CHECKS**

- Electrical Service has been terminated and tested at the equipment being commissioned. The service has been tested to be \_\_\_\_V \_\_\_\_PHS
- All electrical circuits are protected with circuit breakers or fuses
- The building management company has terminated their controls in the equipment and noted on the equipment drawings all of their connections
- Electrical service has been terminated at all related equipment necessary for our equipment to operate (Pumps, Fans, Louvers, Control Panels etc.)
- We have field verified all of the electrical connections, communicated with the building management company and deem the installation complete

**VENTING AND AIR INLET CHECKS**

- All venting and air inlet material has been terminated at both the equipment and chimney (or through the roof)
- Vents or air inlets are complete with hoods or caps preventing any water damage or uninvited obstruction to the combustion process
- Venting (Inlet) is sealed and installed in accordance to the manufacturers installation and operation manual provided with the equipment
- Proper combustion air is provided for the equipment in accordance to the manufacturers installation and operation manual (direct or louver).
- Interlocking dampers or louvers are completely operational, wired, and tested

**WATER PIPING CHECKS**

- All water connections are made and the unit has been put under operating pressure with no leaks
- All pumps are piped, wired, and operational.
- The system has been purged of air and the pumps are circulating
- The expansion tank has been piped and charged to the proper pressure
- If the system is as steam system there is no open piping and all condensate returns are piped. Feed system is piped, wired, and tested.

**GAS PIPING CHECKS**

- Gas has been piped to all equipment and purged of all debris and air
- Gas pressure has been checked to assure it is sufficient and does not exceed the maximum allowable pressure of the equipment components
- Gas train vents are piped and installed in accordance to the manufacturer and local codes
- The Gas company (provider) has been contacted and informed that the equipment will be started verifying the proper meter and orifice.
- Gas piping has been checked for leaks and no leaks exist in any piping in the building

**SYSTEM AND APPLICATION CHECKS**

- There is enough operational equipment to shed ample load for lengthily combustion tests of both high and low firing rates
- There will be a representative available from each trade to assist in system corrections if needed on the day of the start up
- If an instructional is necessary, please verify it was included in the sale of this equipment and scheduled efficiently with your sales representative
- If an induced draft fan is installed in the breaching (Exhausto/Trjundland) you MUST have a complete start up of the fan system before scheduling a boiler/water heater start up. Factory recommendations for the fan can be located in the manual or by contacting RME for the information.

***STANDARD START UP IS AVAILABLE DURING NORMAL WORKING HOURS AND MUST BE SCHEDULED AT LEAST 14 DAYS IN ADVANCE OF REQUIRED START UP DATE.***

START UP REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CHECK LIST COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REQUESTED DATE (PRIORITIZE): **1**  **2**  **3**