Machine #: _____ **Machine Type:** ☐ P40 ☐ P30 ☐ P20 **Room #:** _____ **Console Serial #:** _____

General Inspection & Start Up

Check the quality of the following items. Indicate their status as follows:

✔ - Acceptable **X** - Not Acceptable **O** - Attention needed **N/A** - not applicable

General Machine
- ☐ Cabinet square & plumb
- ☐ Even door gaps
- ☐ Door seals properly
- ☐ Door latches properly
- ☐ Upper & lower doors aligned
- ☐ Door gasket good condition
- ☐ Door sweep effective
- ☐ Joints properly caulked
- ☐ ECU position & condition, supports properly located
- ☐ Guide rails height & install
- ☐ Grout complete & clean
- ☐ Silicone around all liquid tights, light bar, etc.

Functional Units
- ☐ ECU sloped away from intake
- ☐ ECUs In line
- ☐ Damper motor operation
- ☐ Damper closed adjustment
- ☐ Damper openings equal
- ☐ Motor mount bolts (16) tight
- ☐ Touch screen

Machine Console
- ☐ Console latches & seals
- ☐ Console doors are aligned
- ☐ Console interior dry
- ☐ Cleanliness in console
- ☐ Primary alarm connected
- ☐ Network connection
- ☐ Status Lights Work
- ☐ Internal LEDs work
- ☐ E-Stop button works
- ☐ Motors off switch works
- ☐ Lights - Alarm (Red)
- ☐ Lights - Alarm Bypass (Amber)

Sensors
- ☐ Temp probe condition
- ☐ Humidity sensor condition
- ☐ Humidity sensor cover
- ☐ CO_2 sensor condition
- ☐ CO_2 sensor cover
- ☐ BUA probe installed and connected

Site Leader: _____

Calibration

Fill out the actual values in this area.

Calibration Checks:

Temperature
Set Point _____ °F/°C Display reading _____ °F/°C Check reading _____ °F/°C Offset: _____

Humidity
Set Point _____ %/°F/°C Display reading _____ %/°F/°C Check reading _____ %/°F/°C Offset: _____

Carbon Dioxide Calibration Type: ☐ instrument ☐ bottle
Set Point _____ %/ppm Display reading _____ %/ppm Check reading _____ %/ppm

Damper
Set Point _____ % Display reading _____%

Power Supply Voltage
_____ Output-V to +V 23-25 VDC

Three Phase AC Voltage at Switch [Fans at 100%]
_____ Terminal 2 to 4 _____ Terminal 2 to 6 _____ Terminal 4 to 6

System Set-Up

Check the quality of the following items. Indicate their status as follows:

✔ - Acceptable **X** - Not Acceptable **O** - Attention needed **N/A** - not applicable

Machine Programming:
- ☐ Latest program version
- ☐ Hatchcom Installed & Set Up

System Checks
- ☐ Console switch settings
- ☐ Check all wiring terminations

Main Screen
- ☐ Room number
- ☐ Machine type
- ☐ Unit address
- ☐ Setpoints

Setup Screen
- ☐ Display units
- ☐ Time and date
- ☐ Turn setup
- ☐ Humidity setup
- ☐ Fan speed setup
- ☐ Carbon dioxide setup
- ☐ Holding mode
- ☐ Dry Down configuration
- ☐ Password protection

Alarm Screen
- ☐ Alarm relay test
- ☐ Alarm delays set
- ☐ Alarm ranges set
- ☐ Alarm override test
- ☐ Alarm silence test

Diagnostic Screen
- ☐ All outputs green
- ☐ Analog: 0000
- ☐ Novram: 0000

Graph Setup
- ☐ Graph range
- ☐ Graph sample time

Interface/Display
- ☐ Fan button
- ☐ Fan failure calibration
- ☐ Light button
- ☐ Alarm bypass button
- ☐ Emergency shut off
- ☐ Alarm bypass switch (located inside console)

- ☐ Primary Alarm operational
- ☐ Correct profiles loaded

Field Service Technician: _____

Service Commissioning

Check the quality of the following items. Indicate their status as follows:

✔ - Acceptable **X** - Not Acceptable **O** - Attention needed **N/A** - not applicable

Water System Available:

- ☐ Chiller, Setpoint: _____
- ☐ Boiler, Setpoint: _____
- ☐ Fluid Cooler if temps <40F
- ☐ Glycol if temps <40F

Contractor completed water system start up and flushed lines:

- ☐ Chilled water system
- ☐ Hot water system

Cooling

- ☐ 58°F ± 1°F at ECU unit
- ☐ 40 PSI maximum pressure
- ☐ 3 (P20, P30) or 4 (P40) US GPM flow
- ☐ Cold water valve
- ☐ Coils functioning
- ☐ Supply flushed before solenoid
- ☐ ECUs purged of air
- ☐ System free of leaks

Heating - Water

- ☐ 150°F at ECU unit
- ☐ 40 PSI maximum pressure
- ☐ 3 (P20, P30) or 4 (P40) US GPM flow
- ☐ Hot water valve
- ☐ Coils functioning
- ☐ Supply flushed before solenoid
- ☐ ECUs purged of air
- ☐ System free of leaks

Heating - Electric

- ☐ Electric heat working
- ☐ Current: _____

Humidity System

- ☐ Minimum 65 PSI at ECU unit
- ☐ Humidity nozzles removed & system flushed
- ☐ Humidity system checked for leaks
- ☐ Humidity sprays functioning
- ☐ Humidity water meets JW requirements

Fan Systems

- ☐ Variable speed drives function
- ☐ VSD programming correct
- ☐ Fan rotation correct

1,4: CCW 2,3: CW

Ventilation (complete for the first machine in each room)

Temperature
Set Point _____ °F/°C
JW: 72-78°F (22-26°C) opt. 75°F (24°C)

Humidity
Set Point _____ %
JW: 40-50%, opt. 45%

Pressure
Set Point _____ in w.c.
JW: P40: 0.010-0.020" (2.5-5 Pa) P30,P20: 0.005-0.015" (1.2-3.7 Pa)

Plenum Pressure
Set Point _____ in w.c.
JW: P40: -0.030 to -0.040" (-7.5 to -10 Pa) P30: -0.020 to -0.030" (-5.0 to -7.5 Pa) P20: -0.015 to -0.020" (-3.7 to -5.0 Pa)

- ☐ Set points meet JW recommendations; If NO, advise customer of JW req'ts ☐
- ☐ Ventilation meeting all set points

Commissioning Field Service Technician: _____

Additional Notes:

COMMISSIONED BY: _____ **CUSTOMER NAME:** _____

DATE: _____ **ORDER #:** _____ **CUSTOMER SIGNATURE:** _____