



POOL PRE-START-UP CHECKLIST

Document Number

SR-0091-F-EN

Effective Date

November 16, 2020

Fill in all applicable fields, sign, and send to Startups@DehumidifiedAirServices.com. Allow 2 weeks for the scheduling process before your requested startup supervision date.

***** Once the start-up schedule is confirmed by DASV, any modifications or cancellations to the schedule within 96 hours (4 business days) of the confirmed site visit date will be charged a modification fee between \$500 and \$1,500 USD per unit. See the terms and conditions on page 4. *****

CURRENT DATE

PROJECT ADDRESS

PROJECT NAME

CITY

DEHUMIDIFIER MODEL NUMBER (CAN BE FOUND ON THE EQUIPMENT NAME PLATE

STATE/PROVINCE

ZIP/POSTAL CODE

DEHUMIDIFIER SERIAL NUMBER (CAN BE FOUND ON THE EQUIPMENT NAME PLATE

CONSTRUCTION

NEW

REPLACEMENT

Factory Supervised Start-Up Schedule Request Details

This section must be completed for factory supervised start-up or this form will be rejected.

REQUESTED START-UP DATE


ALTERNATIVE DATE

VISIT REQUESTED BY

START-UP TECHNICIAN

START-UP COMPANY

COMPANY CONTACT INFO

 **Only licensed and trained HVAC/R technicians should perform a unit start-up!** Attempts to perform a Start-Up by non-qualified personnel could lead to unit malfunction, damage, or personal injury. **Manufacturer reserves the right to limit or refuse to provide technical assistance if personnel attempting a start-up are deemed as not qualified by the Service Team member.**

	NAME	CONTACT
INSTALLING CONTRACTOR		
FIRST YEAR UNIT SUPPORT BY		

The installers' service tech and affiliated parties responsible for the first-year support of the unit must always be present during a factory supervised Start-Up! See page 3 and 4 for more details.

Room temperature must be 80°F +/- 2° and pool temperature must be 75° F +/-2° a minimum of 24 hours before start-up.



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Installation Review and Checklist

OK	NA		OK	NA	
1. Unit, Mechanical Room and Premise Check			4. Piping size (refer to labels / manual)		
		Dehumidifier has been checked for any damages and documented (pictures included)			OACC#1: Hot Gas/Liquid Line, [in]: ___/___
		Adequate service access provided			OACC#2: Hot Gas/Liquid Line, [in]: ___/___
		Dehumidifier is level and vibration isolated.			Cooler#1: Fluid Out/Fluid In, [in]: ___/___
		Condensate P-Trap is installed, filled & tested.			Cooler#2: Fluid Out/Fluid In, [in]: ___/___
		Floor Drain in mechanical room.			One-way pipe set length, [ft.]: _____
			5. OACC/Cooler Field Charge		
2. All Systems completed / tested, including:					OACC#1: lbs. / refrigerant type: ___ lbs / ___
		Ductwork (including OA, exhaust, etc.)			OACC#2: lbs. / refrigerant type: ___ lbs / ___
		Flex connectors used at duct connections			Cooler#1: gallons/glycol %: ___ gal. / ___%
		Space heating (water, gas, electric, etc.)			Cooler#2: gallons/glycol %: ___ gal. / ___%
		OACC/OAFC/water cooling system			Required clearances provided
		Power supply is verified and correct			OACC/Cooler is level and vibration isolated
		Control, IT / Communication (BMS or other)			Aux. Cooler pump is installed and functional
			6. Water / Glycol Cooled System Check		
		Space envelope completed and closed in			Fluid GPM: _____
		Construction completed and space cleaned			Cooling Fluid Temp: ___ °F max./ ___ °F min
			7. Cooling Fluid Source		
3. OACC / Dry Cooler Installation Check					Cooling tower
		Control and power wiring is completed			Chilled water loop
		OACC/Cooler is: _____ Ft. (above /below/level) _____ with unit			Other: _____



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	YES	NO		YES	NO
8. Dehumidifier/Pool Application			9. Replacement Units		
Chemicals are stored in a separate room			Unit installed outdoors		
Pool is filled and heated 24 hours before start-up			Use existing roof curb		
Aux. pool water pump is installed and tested			Wire/breaker sizes confirmed per unit label		
Aux. pool water heater is installed and tested			Required clearances for service confirmed		
Pool water piping is verified (GPM, direction)			Outdoor and exhaust air unrestricted		

Owner/Service Training

REQUESTED DATE	CONTACT NAME AND NUMBER	NUMBER OF ATTENDEES

Factory Supervised Start-Up

Dehumidified Air Services offers 'Factory Supervised' start-up in which a service technician will be scheduled to be present on site to provide supervision to the qualified installer performing the start up.

To request a Factory Supervised unit start-up be scheduled, complete this Pre-Start-up checklist including all the schedule request details then forward to the start-up team at least two weeks prior to the requested date(s) - see contact information below. Every effort will be made to accommodate the requested date(s). However, the requested start-up date will depend on the service team's personnel availability and will be at our scheduling departments' discretion.

Confirm the space and premises are adequately completed and prepared for the unit to be properly started up before requesting dates from scheduling. Premises must be clean and in a state of substantial completion otherwise the manufacturer reserves the right to refuse to provide technical supervision and the second visit by the manufacturer's representative (if required) must be arranged and paid for separately. See below for an example of a substantially completed site.

If the start-up is scheduled and the pool is deemed 'not ready' by the factory technician upon arrival at the site forcing the service technician to return to base location, another billable visit will be required to complete the Factory Supervised start-up. The 1-year extended labor warranty may be 'void' if payment is not made and the return visit scheduled within 30 days of the initial site visit, even if the equipment is connected to a web monitoring service.

The manufacturer service technician will only carry basic hand tools, gauges, and meters with him/her to the site. It is the installing contractor's responsibility to carry the following trade standard equipment to the site: refrigerant recovery kit, vacuum pump, glycol pump and all the required tools to perform any work.

The manufacturer service technician is not authorized to perform any work including physical or visual inspection, maintenance, service repair, and/or troubleshooting, if not part of the start-up process, that was not previously requested and approved by the master scheduler. Such requests must be communicated in advance and a manufacturer service technician will be scheduled to perform the additional work if approved.

The manufacturer service technician will not be responsible for generating, reviewing, modifying, and/or approving any report that is not an official Dehumidified Air Services form.

The manufacturer reserves the right for the manufacturer service technician to walk away from any start-up if safe access has not been provided to the unit.



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*** Factory Supervised Start-Up, Terms and Conditions ***

! Read Carefully and Acknowledge the Following

It is the contractor’s responsibility to perform the start-up. The manufacturer representative will be there to supervise only; the contractor must be properly equipped as indicated above and be present on site the entire time with the Dehumidified Air Services technician.

This pre-start-up checklist must be completed prior to start-up to ensure that the dehumidifier, associated systems and equipment, and the premises are ready. If the start-up cannot be completed properly for any reason, the second visit by the service technician must be arranged and paid for separately by credit card. Purchase Orders will not be accepted. Dehumidified Air Services will not reimburse for equipment self start efforts by any party.

Once the start-up schedule is confirmed by DASV, any modifications or cancellations to the schedule within 96 hours (4 business days) of the confirmed site visit date will be charged a modification fee between \$500 and \$1,500 USD per unit. Equipment warranty will NOT be registered if the second/return start-up visit is not purchased, paid for, and performed by a Dehumidified Air Services technician. Repairs required due to improper or unauthorized start-ups will not be warranted by Dehumidified Air Services

All personnel required/requested to be given owner training by the service technician (maintenance personnel, etc.), must be on site during the start-up period – any additional visits for training purposes, if required, can be arranged, and must be paid for separately. This training will be scheduled by the factory start-up technician as per his availability during the start-up.

Power to the dehumidifier should be turned on at least 24 hours prior to the equipment start-up for compressors to be properly pre-heated as required.

Provide any additional/specific requests, comments etc. in the comments field; though it’s not guaranteed that said requests will be always satisfied, the service technician will make every effort to address a request at his/her discretion/responsibility.

The unit warranty will be void if the start-up is not completed with report approved and on file with Dehumidified Air Services.

Field Authorizing Party

Choose an item.

NAME

TITLE

SIGNATURE

DATE



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Comments

Declaration by Representative: the details and accuracy of this form must be verified by the manufacturer’s representative. The representative declares that the details provided in this form have been verified for omissions and errors and accepts complete responsibility for the information submitted.

I hereby confirm that the information submitted is complete and accurate

NAME

REP COMPANY

SIGNATURE

DATE

Contact Information

To submit a Start-Up report or for general assistance or inquiries - please contact the Service Team:

Phone: 1.833.327.7665

E-mail: Start-up Requests: Startups@dehumidifiedairservices.com

General Inquiries: Support@dehumidifiedairservices.com

Parts Requests: Parts@dehumidifiedairservices.com

Warranty: Warranty@dehumidifiedairservices.com

For additional information, please visit www.dehumidifiedairsolutions.com



Dehumidified Air Services is a coast-to-coast service network of local customer support specialists. Backed by the real-time remote monitoring and direct access to the engineers who designed and built your dehumidifier, Dehumidified Air Services is the only organization in North America that has the scale and expertise to deliver trouble-free dehumidification and unparalleled customer service