



Start-up request form for Total Aire units
Models QS/QV

Factory Assisted Start-Up consists of a Desert Aire Service Department Technician to visit the job-site and provide supervisory experience to installing contractors as they perform the required procedures as outlined in our warranty activation start-up report. The company technician will also present an educational review of the dehumidifier’s operating and maintenance requirements. **Factory Assisted Start-Up is not an installation bid & therefore the system must be ready to run before scheduling.**

CST Start-Up is performed by a local Certified Service Technician who has been trained by Desert Aire. The CST performs all duties listed above. In addition they will supply the “items to be supplied for start-up” as listed below. Please note charges for refrigerant will apply if refrigerant is necessary to complete the start up.

Items to be completed by the installing contractor before any Start-Up can be scheduled:

- Dehumidifier leak checked and inspected for internal concealed damage – remove access panels and inspect the interior of the unit for transit damage. Contact Desert Aire immediately if damage is noted **(800) 443-5276**
- Dehumidifier leveled and properly supported per the installation manuals recommendations.
- Condensate P Trap installed with heat trace for winter operation.
- Remote condenser plumbed, leak checked, evacuated, and charged if necessary. Some units require additional field charging. See unit labeling for details. Refrigerant added _____lbs.(if applicable)
- All electrical connections terminated and verified for proper voltage at the unit and the condenser (if applicable)
- All field controls, sensors and actuators installed and circuits verified that they are wired correctly. If you have questions, contact Desert Aire for instructions **(800) 443-5276**.
- Units with heat pump option – verify water flow and design temperature – See unit labeling for details. (if applicable)
- Inspect all water lines for leaks and purge air from lines. (If applicable)
- Verify that gas lines are installed, purged and set to the proper pressure – see label for gas pressure ratings (if applicable)

Items to be supplied by the installing contractor (Factory Assisted Start-Up only)

- Equipped service vehicle and service technician – Technician will be trained.
- Refrigerant manifold gauges – 2 sets
- Air balancing equipment (magnehelic or manometer differential pressure gauge – one inch scale)
- Volt/Amp/OHM meters in working order.
- Digital thermometer with sensors.
- 50# of the appropriate refrigerant & scale.
- Hand pump for adding oil to compressors.

If you are unable to supply any of the required equipment you must contact Desert Aire before returning this document.

I agree that all of the above has been completed as of _____(Date) If a return trip must be scheduled due to insufficient job-site preparation an additional purchase order must be issued to Desert Aire for re-scheduling. **A two week minimum is needed to schedule start-up.** Once the form is completed please fax or email both pages to the Desert Aire service department. Fax (262) 946-7400 Email: service@desert-aire.com

Signature of responsible party: _____ (print) _____ (sign)

Company Name: _____ Phone #: _____



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Unit Information

Model # _____

Serial # _____

Jobsite Information

Job site name _____

Job Site Address _____

Contractor Information

Installing Contractor: _____

Manager's Name : _____ Phone #: _____

Job Site Contact: _____ Cell # _____

Controls Company Name: _____

Controls Contact: _____ Cell# _____

Test and Balance Company: _____

Contact: _____ Cell# _____

Factory use only – To be filled out by Desert Aire

Scheduled Start-up Date: _____

Unit Controls Protocol: JCI Metasys JCI FX Carel Honeywell Other: _____

Diagrams Forwarded to CST: Yes / No email address _____

Installing Contractor Contacted by: _____ Date: _____

Network to be operational at time of start up: yes / no T&B to be on site during start up: yes / no

Additional Information: _____
