

BAC VFD Pre-startup and Training Checklist Instructions, Local Rep

1. Terms and Rates are per the agreement with BAC.
2. All VFDs must be installed onsite and ready for operation at the time of startup and training. Inaccurate jobsite information, incomplete system wiring, improper installation, and other jobsite-related delays will result in additional charges.
3. Complete the attached pre-startup and training checklist and contact information form; one pre-startup and training checklist form is required for each VFD.
4. Print name, sign name, and date the cover page and each equipment identification sheet. Pre-startup and training checklists without a signature will not be scheduled. Missing or incomplete information will delay scheduling of startup and training service.
5. Once completed, fax or email the pre-startup and training checklist to your local BAC representative.
6. Call your local BAC rep to schedule startup and training service.
7. Startup and training service must be scheduled at with at least 10-business days notice. Insure coordinating trades and owner and reps will be present during startup and training and training
8. Startup and training will be performed during a single visit unless:
 - a. Multiple visits are specified and quoted.
 - b. The quantity of drives to be started is greater than six (6).

Scope of Work

It will be the responsibility of the startup and training engineer to perform the following tasks:

1. Verify and input the motor nameplate data into the VFD software.
2. Verify voltage and current is correct on the 3-phases while stopped and running under load, if applicable.
3. Check fan rotation.
4. Record parameter requirements, if different than defaults, including the following:
 - a. Owner determined Sleep Speed Limit
 - b. Owner determined Wake Up Limit
 - c. Owner determined Temperature/Pressure set points
 - d. Critical Lockout (Skip) Frequencies (If applicable)
5. Verify sensor is working correctly; wiring is to be completed by electrician prior to startup and training.
6. Verify communication wiring between VFD and Building Automation System; wiring is to be completed by electrician prior to startup and training.
7. Engineer to complete attached Commissioning Report collecting this data and make sure it is sent to Drives Technical Resource Center.
8. Provide on-site operational training of the VFD for customer personnel including:
 - a. Power flow
 - b. Key Components including: Main Circuit Breaker/By-Pass/Isolation Contactor/OL Settings
 - c. Keypad Navigation
 - d. Fault References
 - e. User Manual
 - f. Temperature / Pressure Sensor
9. For future technical assistance please contact your Local BAC Representative
Robert B. LaMason, L A Prillaman Co, 757-595-3125, rlamason@laprillaman.com



Variable Frequency Drive Pre-startup and training Checklist

(All of the following information must be filled out or checked YES or NO)

Estimated Startup and training Date

Job site name:	
System/Circuit:	
Drive nameplate:	GO# _____ Catalog Number: _____ Serial #: _____ Horsepower: _____ Amps: _____ Line voltage: _____ Does the line voltage reflect that on the drive nameplate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Motor nameplate:	Inverter Duty <input type="checkbox"/> Yes <input type="checkbox"/> No Estimated Motor Lead length: _____ HP: _____ Voltage: _____ FLA: _____ RPM: _____ SF: _____
Drive installation:	Environmental conditions have been checked against operational capabilities. (i.e. NEMA enclosure matches the location requirements) <input type="checkbox"/> Yes <input type="checkbox"/> No Line side power is connected and available. (Do not energize) <input type="checkbox"/> Yes <input type="checkbox"/> No
Motor installation:	Has the drive to motor sizing been verified? <input type="checkbox"/> Yes <input type="checkbox"/> No Motor wired to drive. <input type="checkbox"/> Yes <input type="checkbox"/> No
Control system:	Control system (i.e. temperature or pressure sensor, controller or Building Management System) installed and ready to operate <input type="checkbox"/> Yes <input type="checkbox"/> No Control wiring is run in separate conduit than the power wiring. <input type="checkbox"/> Yes <input type="checkbox"/> No Control wiring to/from the drive installed. <input type="checkbox"/> Yes <input type="checkbox"/> No Control wiring terminated. <input type="checkbox"/> Yes <input type="checkbox"/> No
Input signals	<input type="checkbox"/> Temperature Sensor provided by BAC <input type="checkbox"/> Pressure Sensor provided by BAC <input type="checkbox"/> Controller provided by BAC <input type="checkbox"/> Temperature Sensor provided by others <input type="checkbox"/> Pressure Sensor provided by others <input type="checkbox"/> Building Management System
Process control:	<input type="checkbox"/> 4-20 milli-amp <input type="checkbox"/> 0-10 vdc

Contact Information

1

Local BAC Representative: _____

Contact: _____ Signature: _____ Cell: _____

Job Site: _____

Address: _____

Contact: _____ Signature: _____ City _____ State _____ Zip _____

3

Mechanical Contractor: _____

Contact: _____ Signature: _____ City _____ State _____ Zip _____

4

Building Management System: _____

Contact: _____ Signature: _____ Cell: _____

5

Electrical Contractor: _____

Contact: _____ Signature: _____ Cell: _____

6

Building Management System: _____

Contact: _____ Signature: _____ Cell: _____

5

Parties requiring VFD operational overview:

Contact: _____ Signature: _____ Cell: _____

(Printed Name)

Company

(Signature)

Date