

PRELIMINARY START UP CHECKLIST

This form MUST be completed in order to schedule a START UP.

To have the unit start up scheduled, fill in all information below and fax to 1-248-528-3172. You can also email it to service@controlledpwr.com. You can also download a fillable PDF version of these forms from our website at <https://www.controlledpwr.com/customer-support/service-plans/>. Upon receipt of this form the contact listed below will be called for scheduling. The start up covers one visit to the site Monday - Friday 8:00AM - 5:00PM with one hour set aside for operator training on the same day.

1. Serial number of the system.
2. The system nameplate matches the site requirements? (Correct I/O Voltages, System VA rating) Y N
3. Are all batteries of the system installed? (**NOTE: DO NOT PLUG IN BATTERY CONNECTOR**) Y N
4. All system and battery interconnections have been made? Y N
5. All line and load connections for the system have been landed? Y N
6. Is Phase Rotation correct (Three phase inverters only)? Y N
7. Will the loads be energized during start up? Y N
8. Will a generator back up the utility power supplying the system? Y N
9. If so, will a generator transfer test be performed during the commissioning of the system? Y N
10. Is user training required? If YES, personnel **must** be on site at time of start up. Y N
11. If there are any additional items we need to be aware of, please list them below.

END USER INFORMATION:

Contact Information - What is the full address, contact name and phone number at the site where the system is being installed?

Company Name:

Address:

Address:

City:

State:

Zip:

Contact Name:

NOTE - THIS SHOULD BE THE PERSON RESPONSIBLE FOR FUTURE MAINTENANCE AND SERVICE OF THE SYSTEM.

Contact Phone #:

Contact Fax #:

Contact Email Address:

START UP CONTACT INFORMATION:

Name:

Title:

Phone #:

Fax #:

Email:

By filling in my name on this form, I _____ to the best of my knowledge have provided correct information for this start up and are aware that there will be additional charges if there is a second visit required due to no fault of the manufacturer.