THERM ELECT

Commissioning Report
(9100 Series)

Rev 2

CUSTOMER DETAILS

End user: _____

Install date: _____ Start-up date: _____

Site address: _____

City: _____ State/Province: _____ Postal Code: _____

Contact: _____ Phone: _____

CONTACT INFORMATION

Distributor: _____ Phone: _____

Electrical Contractor: _____ Phone: _____

Plumber: _____ Phone: _____

HVAC Contractor: _____ Phone: _____

Design Engineers: _____ Phone: _____

Steffes Start-up Tech: _____

Power Company: _____

UNIT INFORMATION

Unit #: _____ **Total # of Units Installed at Site:** _____

Model number: _____ **Serial number:** _____

Electrical Installation	**N/A**	**Yes**	**No**	**Comment**
Main Power Supply Voltage: _____VAC				
Single Feed:	☐	☐	☐	_____
Wire Size: _____AWG				
Step-Down Transformer:	☐	☐	☐	_____
Size/Configuration: _____				
Multi Feed	☐	☐	☐	_____
Wire Size: _____AWG				
Unit Labeled as Such:	☐	☐	☐	_____
Controls Circuit Voltage: _____VAC				
Number of Wires: _____				
Over-Current Protection in Place:				
☐ Fuse ☐ Circuit Breaker Size _____				

Installation Related	N/A	Yes	No	Comment
Room Size: _____				
# of Units in Room: _____				
Room Ventilation:	☐	☐	☐	_____
Min Clearance Requirements Satisfied:	☐	☐	☐	_____
Top = 8" (from combustible):	☐	☐	☐	_____
Bottom = 1" (from combustible):	☐	☐	☐	_____
Back = 8":	☐	☐	☐	_____
Right side = 12":	☐	☐	☐	_____
Left side = 36" (for ease of servicing):	☐	☐	☐	_____
Front = 36" (for ease of servicing):	☐	☐	☐	_____

Assembly	N/A	Yes	No	Comment
Head Correctly Positioned on Base:	☐	☐	☐	_____
Fit & Finish Damage Free:	☐	☐	☐	_____
Proper Wiring Placement:	☐	☐	☐	_____
Limit Harness:	☐	☐	☐	_____
Pump Wiring:	☐	☐	☐	_____
Low Voltage (Segregated):	☐	☐	☐	_____

WIRING

Low Voltage	N/A	Yes	No	Comment
Thermostat Connections				
Connected to t-block correctly:	☐	☐	☐	_____
Unit Displays "H3" with Heat Call:	☐	☐	☐	_____
Outdoor Sensor:	☐	☐	☐	_____
Connected to T-Block "OS" positions:	☐	☐	☐	_____

Elements

	N/A	Yes	No	Comment
Connected to Correct Core:	☐	☐	☐	_____
Connection Torque:	☐	☐	☐	_____
All "ON" per Core:	☐	☐	☐	_____
All "OFF" per Core:	☐	☐	☐	_____

Amp Draw:

Element 1 = _____Amps	Element 10 = _____Amps
Element 2 = _____Amps	Element 11 = _____Amps
Element 3 = _____Amps	Element 12 = _____Amps
Element 4 = _____Amps	Element 13 = _____Amps
Element 5 = _____Amps	Element 14 = _____Amps
Element 6 = _____Amps	Element 15 = _____Amps
Element 7 = _____Amps	Element 16 = _____Amps
Element 8 = _____Amps	Element 17 = _____Amps
Element 9 = _____Amps	Element 18 = _____Amps

Correct Readings: 208 V = 19.3 Amps   240V = 18.5 Amps
277V = 15.2 Amps   347V = 12.8 Amps

	N/A	Yes	No	Comment
Core Blower Energizes:	☐	☐	☐	_____

PLUMBING

Pump	N/A	Yes	No	Comment
Model: _____				_____
Placement:_____				_____
Flow Rate:_____GPM (30 Max)				
Amp:_____Amps				
Unit Pump Powered by Unit:	□	□	□	_____

Plumbing Loop	N/A	Yes	No	Comment
Design				
Single Large Zone:	□	□	□	_____
Hot Zone:	□	□	□	_____
Glycol added to system:	□	□	□	_____
Percentage of glycol used:_____%				
Water Flows when pump is energized:	□	□	□	_____
Water Temperature:				
Faceplate Display Readout (C__): _____				
System Supply Line Actual:_____				
Flow Balancing Valves Installed:	□	□	□	_____
Back Flow Prevention in Place:	□	□	□	_____
Pressure Relief Valve _____PSI				
System Pressure_____PSI				

PEAK/SYSTEM CONTROL

	N/A	Yes	No	Comment
Power Line Carrier Installed:	□	□	□	_____
Configuration: □ Single Phase □ 3 Phase				
Communication Hit Rate:_____%				
Communication Channel:_____				
DS #1 – Invert Peak Setting: □ Off □ On				
Direct Wire from Utility Switch	□	□	□	_____
Connected to R & RP t-block	□	□	□	_____
Wire Segregated from Line Voltage	□	□	□	_____
Bacnet Installed	□	□	□	_____
Building Load Management	□	□	□	_____
Brand: _____				

UNIT CONFIGURATION SETTINGS

Software Version: _____

Location Number	Function	Recommended Setting	Actual Setting
L010	Off-Peak Charge Method	5	
L012	Start Charge O/D Temp	50	
L013	Full Charge O/D Temp	10	
L020	PLC Communication Channel	Match to the channel selected at PLC	
L035	Controls Configuration	8	
L036	Control Switch Configuration	0	
L037	Output Control Configuration	2	
L043	Charge Factor	30	
L046	Heat Pump Compressor O/D Lock-Out Temp for Off-Peak Mode	5	
L047	Heat Pump Compressor O/D Lock-Out Temp for ON-Peak Mode	5	
L048	Minimum Discharge Air Temp	90	
L000	Maximum Outlet Water Temp	Application Dependent	
L001	Minimum Outlet Water Temp	Application Dependent	
L060-L089	Time Clock Configuration	N/A	

Name:

Signature:

Date: