

System Equipment Report			
Date		Technician Name	
Project Name		Company Name	
Site Address		Address	
Site Address		Address	
Site Contact Name		Phone	
Site Contact Phone		Email	
Site Contact Email		Hours Spent On Site	

Equipment	Quantity	Comments
Exhaust Fans		
Make-Up Air Units		
Hoods		
Controls		

Controls						
Control Panel	1	2	3	4	5	6
Model						
Control Panel Serial Number						
Mark Name						
Power to Control Panel?						
Power to Lights?						
Fan On/Off Switch?						
Fire System Microswitch?						
Shunt Trip Breakers?						
Temp Sensors Wired In?						
Exhaust Fan Wiring?						
Make-Up Air Unit Power/Control Wires?						
Keypad/Touch screen Installed?						
Fan Operation by User Interface						
Fan Operation by Temp						
Light Operation						
Fault Codes on UI						
Overload Settings (If Applicable - only on CV type)						
EF Fan 1						
EF Fan 2						
EF Fan 3						
EF Fan 4						
EF Fan 5						
EF Fan 6						
MUA 1						
MUA 2						
MUA 3						
Pictures Provided						
Controls Start-Up Complete						
Controls Notes						

Exhaust Fan 1-3 Checklist						
Exhaust Fan	1		2		3	
Fan Model						
Fan Serial Number						
Mark Name						
Duct Work Complete?						
Proper Belt Tension?						
Set Screws On Pulleys Tight?						
Fan Properly Installed?						
Grease Cup Installed?						
Fan Hinge Fully Opens on Curb?						
Wheel Spins Freely by Hand?						
Fan Readings						
Wheel Rotation	Design	Actual	Design	Actual	Design	Actual
Voltage to Fan	Design	Actual	Design	Actual	Design	Actual
Motor Amp Draw	Design	Actual	Design	Actual	Design	Actual
Pictures Provided?						
Unit Start-Up Complete						

Exhaust Fan 4-6 Checklist						
Exhaust Fan	4		5		6	
Fan Model						
Fan Serial Number						
Mark Name						
Duct Work Complete?						
Proper Belt Tension?						
Set Screws On Pulleys Tight?						
Fan Properly Installed?						
Grease Cup Installed?						
Fan Hinge Fully Opens on Curb?						
Wheel Spins Freely by Hand?						
Fan Readings						
Wheel Rotation	Design	Actual	Design	Actual	Design	Actual
Voltage at Fan	Design	Actual	Design	Actual	Design	Actual
Motor Amp Draw	Design	Actual	Design	Actual	Design	Actual
Pictures Provided?						
Unit Start-Up Complete						
Exhaust Fan Notes						

Make-Up Air Checklist (use separate form if STARTUP is included)						
Make-Up Air	1		2		3	
Fan Model						
MUA Serial Number						
Mark Name						
Gas Line Installed?						
Filters Installed?						
Power to Disconnect/Unit?						
Kitchen Control Panel Interlock Wiring Complete?						
Jumper wire on R to W1 for heating or R to Y1 for cooling installed? PLEASE INSTALL IF MISSING						
Duct Work Complete?						
Heating/Cooling Functional?						
Fan Readings						
Wheel Rotation	Design	Actual	Design	Actual	Design	Actual
Motor Amp Draw	Design	Actual	Design	Actual	Design	Actual
Voltage to Fan	Design	Actual	Design	Actual	Design	Actual
Pictures Provided?						
Unit Start-Up Complete						
Make-Up Air Notes						

Hoods Checklist						
Hoods	1	2	3	4	5	6
Hood Model						
Hood Serial Number						
Mark Name						
Hood Hung Level						
Light Bulbs Installed						
Power to Lights						
Temp Sensors Installed						
Filters Installed Correctly?						
Grease Cup Installed						
Side Splashes/Skirts Installed						
Ceiling Enclosures Installed						
Backsplash Installed						
Appliance Line-Up Matches Submittal Drawings						
Supply Balance Dampers Open 100%						
Fan Speed at 100%						
Design Exhaust Airflow (CFM) at 100%						
Measured Exhaust Airflow(CFM) at 100%						
Design Supply Airflow (CFM) at 100%						
Measured Supply Airflow(CFM) at 100%						
Pictures Provided						
Hood Notes						

INFORMATION FOR OWNER ON EQUIPMENT	
Service Visit Findings Reviewed with Site Contact?	REQUIRED
Accurex Tech Support Contacted Before Leaving the Site?	REQUIRED
System Ready for Operation	
Open Items	
Technician Comments/Notes	
Technician Signature	
Owner Signature	
Date	

Please return the complete form to Fire@accurex.com

IOMs for Exhaust Fans		
Click Fan Model Below to Access Installation, Maintenance, and Operation Manuals (IOM's)		
Spun Aluminum Models- XRUB, XRUD, XSEB, XSED, XRUBS	Utility Fans - Models XUEF, XUEFD	Inline Fans - Models XQEI, XTIF, XIB, XID

IOMs for Make-Up Air		
Click Model Below to Access Installation, Maintenance, and Operation Manuals (IOM's)		
Direct Fired Gas Units - Model XDG, XDGX	Tempered Modular - Non-Gas- Model XMSX	

IOMs for Hoods	
Click Model Below to Access Installation, Maintenance, and Operation Manuals (IOM's)	
Type 1 Grease Hoods	Type 2 Non-Grease Hoods

IOMs for System Operations		
Click Control Option Below to Access Installation, Maintenance, and Operation Manuals (IOM's)		
Constant Volume - XFCC	Temp Interlock	Variable Volume - Vari-Flow System