



UNIVERSITY OF NOTRE DAME
UTILITIES & MAINTENANCE DEPARTMENT

VFD START-UP REQUEST FORM

In order to ensure successful and comprehensive start-ups of VFD's the following form must be completed and returned to the University of Notre Dame Utilities & Maintenance Department in order to initiate scheduling of the performance testing, commissioning and to place in force the product warranty.

Failure to provide this completed request may result in project schedule delays. Units are NOT to be energized prior to start-up or the warranty may be null and void. Failure to properly complete this form and follow the VFD Check list may result in damage to equipment, systems, personal injuries (including death) and property damage.

Party Requesting Start-up:

Company Name:
Contact Person:
Telephone No.:
Date of Request:

Project Information:

Project Name:
Project Location:

Requested Start-up Information:

Type of Start-up: Permanent Temporary
Date after which equipment will be ready to perform start-up:

Equipment Information:

List VFD's separately using designations as given on project documents.

Table with 8 columns: Designation, Type, HP, Voltage, Designation, Type, HP, Voltage. Includes multiple rows for listing equipment.

Contractor Sign-off:

We the following contractors do certify that all work will be complete by the requested start-up date for the above mentioned VFD's. Such work shall include all necessary electrical work, mechanical piping, ductwork, filters, controls, fan/pump equipment etc. that is necessary to fully test and operate the aforementioned VFD's. Complete the attached checklist. Note: If VFD's are to be operated during the construction phase of a project, it shall be the responsibility of the mechanical contractor to install and maintain temporary filter media over the enclosure openings to prevent construction dirt from entering the cabinet.

Further, we represent and warrant that we understand how to operate the VFD's and the entire system in its current condition that the VFD is a component thereof.

Construction Manager:
General Contractor:
Electrical Contractor:
Mechanical Contractor:
Sheetmetal Contractor:
Temperature Control Contr.:

VFD Start-up Schedule Information: (Completed by UND Utilities)

Scheduled Start-Up Date:
Number of Days Scheduled On Site:

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VFD CHECK LIST

Project: _____ Date: _____

System: _____ Designation: _____

VFD: HP Rating _____ Voltage: _____

Motor: HP Rating _____ Voltage: _____

VFD Application: Fan: _____ Pump: _____ Other: _____

Fan systems:

Blocking removed (free-spin): _____

Motor rotation correct: _____

Dampers in open position: _____

Permissive safeties wired (smoke, freeze, static): _____

Automatic controls operational: _____

Ductwork Filters installed: _____

Cabinet cleaned: _____

Amps and vibration at 60Hz: _____

Pump systems:

System filled/primed: _____

Motor rotation correct: _____

Valves in open position: _____

Automatic controls operational: _____

Strainers installed: _____

Amps and vibration at 60Hz: _____

VFD Enclosure:

Enclosure cleaned: _____

Temporary filter installed on enclosure: _____

Other systems:

Provided Description of application and use: _____

Contractor: _____

Representative: _____

Contact Information: _____