

UPS and PDU Pre-Startup Checklist

Thank you for choosing Eaton. In order to ensure that the startup of your UPS and/or PDU goes smoothly and flawlessly, we need your assistance. Below are the steps required to get this startup scheduled:

- 1 To ensure your unit is ready for startup, please complete this checklist and send this into our Eaton service dispatch team via e-mail: singlephaseservicesupport@eaton.com or by fax: **919-654-7145**
- 2 Within 48 hours upon receipt of this form, an Eaton service coordinator will assign a field resource and coordinate with you and/or the field resource to establish a firm startup date.
- 3 Please be sure to make a copy of this checklist for your records.

For eNotify Remote Monitoring activation, please go to the following link and complete the CMOP information:
<http://powerquality.eaton.com/Products-services/Services/enotify-install.asp>

Site and Product Information

CALL REFERENCE (SR#): _____

COMPANY NAME: _____ SITE NAME (IF APPLICABLE): _____

STREET: _____

CITY: _____ STATE: _____ ZIP: _____

SITE POINT OF CONTACT: _____ E-MAIL: _____

PHONE: _____ FAX: _____

UPS MODEL: _____ **UPS SERIAL #:** _____

PO#, SALES ORDER OR GO#: _____

WILL THE END USER OF THE PRODUCT BE AVAILABLE FOR FAMILIARIZATION TRAINING? YES NO

Additional Contact Information

RESELLER COMPANY NAME: _____

RESELLER POINT OF CONTACT: _____

RESELLER PHONE NUMBER: _____

ELECTRICIAN COMPANY NAME: _____

ELECTRICIAN POINT OF CONTACT: _____

ELECTRICIAN PHONE NUMBER: _____

Checklist

- All packing materials and restraints have been removed from each cabinet.
- Each cabinet in the UPS/PDU system is placed in its installed location and as per the installation drawing.
- All cabinets are attached together with hardware supplied as per installation instructions.
- A ground bond has been installed to each cabinet.
- All switchboards, conduits, and cables are properly routed to the UPS and auxiliary cabinets.
- Power cables are terminated on bypass input terminals.
- Power cables are terminated on rectifier input terminals (if unit is to be dual fed).
- A ground conductor is installed.
- A neutral conductor is installed if applicable.
- Battery cables between the UPS and Eaton brand line and match cabinets are connected.
(Do not connect the inter-battery tray wiring inside Eaton branded line and match cabinets. The Eaton tech will do that).
- HVAC is installed and **MUST BE** operational.
- The area around the UPS is clean and dust free.
- Adequate workspace exists around the UPS and other cabinets.
- Adequate lighting is provided around all UPS equipment.



IMPORTANT NOTE: DO NOT APPLY POWER TO THE UPS SYSTEM PRIOR TO THE ARRIVAL OF THE TECHNICIAN. THIS MAY VOID THE WARRANTY OF THE SYSTEM.

Product Options

The following questions only apply if the respective optional items mentioned are to be used (leave blank if these options are not applicable):

- Was a contract purchased?
- Was a startup included in the Contract?
- General order number or sales order number?
- Each Remote Monitor Panel (RMP) is mounted in its installed location and wired. (optional)
- Is there a Remote Emergency Power Off (EPO)? Is it installed and wired? (optional)
- Are there any summary alarms to be used? Are the wires dropped in for this option as per drawings?
- I have completed the appropriate information for eNotify Remote Monitoring activation.

Comments and Acknowledgement

Please let us know if you have questions, comments or special startup request:

I acknowledge that the above items have been completed as indicated and agree that extra charges may be applicable if the UPS/PDU unit is not ready for startup at the time the service resources arrives on site.

NAME

SIGNATURE

DATE