



**CHATSWORTH  
PRODUCTS**

# UPS Pre-Startup Checklist

Thank you for choosing Chatsworth Products to solve all of your power quality needs. Please complete all required items on the list to ensure your UPS is ready to start up. The pre-startup checklist must be completed and returned prior to CPI confirming your startup date. Please make a copy of this sheet for your records.

## Site Information

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Company Phone #: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Site Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

UPS Model: \_\_\_\_\_

UPS Serial #: \_\_\_\_\_

## Electrician Information

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Company Phone #: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

## Yes No NA

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have all packing materials and restraints been removed from each cabinet?                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is each cabinet in the UPS system placed in its installed location or mounted in a rack?             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is there adequate clearance and site lighting around the UPS and other cabinets?                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the area around the UPS clean, dry, and dust-free?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the area around the UPS adequately cooled?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are the battery trays for internal battery models or external battery cabinet in place by the UPS?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does the installation include an external maintenance bypass switch?                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does the utility voltage match the UPS rated voltage?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the input and output wiring installed properly and of the correct size wire and circuit breakers? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the input neutral conductor installed?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all ground conductors installed properly?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is there a Remote Emergency Power Off (EPO) installed and connected to the UPS EPO contacts?         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If an SNMP card was purchased, is there a network drop at the UPS for UPS monitoring (optional)?     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Will any UPS contacts closures be connected to outside equipment?                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Will the end user be available for UPS familiarization training?                                     |

I acknowledge the above items have been completed and I'm aware that extra charges may be applicable if the UPS unit is not ready for startup at the time of service.

Customer name (Please Print): \_\_\_\_\_

Customer name (Signature): \_\_\_\_\_ Date Signed: \_\_\_\_\_

Requested Startup Date and Time : \_\_\_\_\_