

**Pre-Commissioning Checklist**  
**Required 48 hours before a scheduled commission**

In an effort to provide the highest level of service, the following checklist is provided to insure that all the necessary installation items are completed prior to a scheduled supervised commissioning of VRV and VRV-S systems. Please fill out the form completely and email to [techsupport@daikincomfort.com](mailto:techsupport@daikincomfort.com) or FAX 972- 245-1038.

For a supervised system commissioning, submit this form at least 48 hours prior to the scheduled commissioning. The below listed installation related items must be completed prior to our arrival. Installer should confirm error free operation for the Daikin IU before commissioning the DZK. Failure to complete the items listed below may result in additional charges per the Daikin Commissioning Policy. Please fill out 1 per system.

**Commissioning**

**SRO#:** \_\_\_\_\_

**INSTALLING CONTRACTOR AND SITE INFORMATION**

**Installing Contractor:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Mail:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Job/Location Name:** \_\_\_\_\_ **Site Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_ **Number of Outdoor Units:** \_\_\_\_\_

**Number of Indoor Units:** \_\_\_\_\_

**Install Completion Date:** \_\_\_\_\_ **Requested Commissioning Date:** \_\_\_\_\_

**SITE CHECKLIST**

| <b>1. MECHANICAL</b>  | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| <b>Indoor Unit – DZK Zoning Box connection</b>  |                          |                          |
| Is the DZK Zoning Box in its correct position? The actuators must be at the bottom                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the DZK affixed to the indoor unit with all screws?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Did you remove or seal the stopper?   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>DZK Zoning Box – Ducts connections</b>   |                          |                          |
| Are the flexible ducts fully covering the dampers, keeping the actuators accessible to make the gate adjustments? | <input type="checkbox"/> | <input type="checkbox"/> |

| SITE CHECKLIST (cont.)   |                          |                          |
|--|--------------------------|--------------------------|
|  | Yes                      | No                       |
| <b>Main &amp; zone thermostats</b>   |                          |                          |
| Is each thermostat installed in every area that is expected to be controlled?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the thermostats installed out of direct sunlight, forced airflow, far from external heaters, and on interior walls?    | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>BACnet Interface Board</b>  |                          |                          |
| <i>Only in installations where there is a BMS using BACnet to control the AC unit</i>                                      |                          |                          |
| Is the DZK BACnet Interface board installed in the Control Board?  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2. ELECTRICAL CONNECTION</b>  |                          |                          |
| <b>Indoor Unit – DZK Zoning Box connection</b>   |                          |                          |
| Is the Daikin indoor unit connected to the Daikin interface board located on top of the DZK Zoning control board?          | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the polarity of such connection verified?   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>DZK Zoning Box – Wired thermostat connection</b>  |                          |                          |
| Is the Wired thermostat connected to the corresponding connector in the zoning control board?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the cable used for this connection AWG 20, shielded, stranded, 4 conductors?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the cable connected to its connector and thermostat base following the color code indicated in the installation manual? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the cable shield outside the thermostat base and connected in the zone control board connector?                         | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>DZK BACnet Interface Board connection</b>   |                          |                          |
| Is the Ethernet cable connected to the DZK BACnet Interface board?   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>3. ELECTRICAL CONNECTION DZK Zoning Box connection</b>  |                          |                          |
| Have all line voltage connections been made to DZK Zoning Box?   | <input type="checkbox"/> | <input type="checkbox"/> |
| If new construction, is building still being supplied with temporary power?  | <input type="checkbox"/> | <input type="checkbox"/> |

**Confirmation of Pre-Commissioning Data**

I hereby certify that all items on this list have been checked, and that all information is correct.

I further verify that the job is ready for commissioning. I realize that if upon arrival to the commissioning the job is not ready for start up that I will be subject to additional fees as described in the Daikin Policies and Procedures Guide.

Contractor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

