



**HURLEY ENGINEERING**  
MANUFACTURES REPRESENTATIVES

**HURLEY ENGINEERING COMPANY  
BOILER PRE START-UP INSTALLATION CHECKLIST**

<b>Contractor:</b>	
<b>Job Name:</b>	
<b>Job Address:</b>	

<b>Job Site Contact:</b>		<b>Phone:</b>	
<b>Controls Contractor:</b>		<b>Phone:</b>	

\_\_\_\_\_ The work checked below will be completed by the day before the requested start-up date of \_\_\_\_\_. The service of a Hurley Engineering Company Start-up Technician is requested to start up the equipment on this date, and it is understood that if the work checked below is not complete, the technician's time and expenses will be billed to your company.

**GENERAL**

Insurance/State Inspector has given approval of installation for code compliance.	
System piping complete	
Blow-down or drain valves piped	
Blow-down or drain valves piped	
Water make-up to boiler piped	
Boiler has been filled and leak tested?	
Feed water or circulating pumps installed – rotation checked? (If applicable)	
Feed pumps wired? Voltage Checked? (If applicable)	
Are boiler relief valves piped as required?	
Flue vent pipe is installed in accordance to the boiler's manual?	

**GAS FIRED BOILERS**

Is gas supply piped with air purged and leak tested?	
What gas PSI into building	
Gas regulator installed?	
Is gas supplied as specified?	
Gas PSI to the boiler?	

**Washington**  
302 East 26<sup>th</sup> Street  
Tacoma, WA 98421  
253-272-9389

**Oregon**  
9400 SW Tualatin-Sherwood Rd.  
Tualatin, OR 97062  
503-224-6330

**Idaho & Montana**  
Toll Free  
800-861-7122  
[www.hurleyengineering.com](http://www.hurleyengineering.com)

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**OIL FIRED BOILERS**

Is oil pump installed and oil piping completed per manual? (If applicable)	
Is oil pump motor & starter wired? Voltage & rotation checked? (If applicable)	
Do you have a check valve and strainer installed at the pump suction? (If applicable)	
Has a check valve been installed at oil tank suction? (If applicable)	
Has oil system been thoroughly checked for suction leaks?	

**ELECTRICAL SERVICE**

Power connected to the boiler, with correct voltage?	
Breakers energized or easily accessible for power to the boilers?	
Sequence control, if used, is wired to each boiler and electrically powered?	
Has control wiring for lead/lag or BMS been installed & tested?	
Controls contractor to be on site at startup to coordinate settings? (This is a must)	

**ADDITIONAL/SAFETY**

Is system complete so that a full load can be placed on the boiler? Very important.	
Boiler is accessible and free of construction debris (trip hazards)?	
Boiler has been cleaned of any dry wall dust (covered)? (If applicable)	
Is owner's engineer/personnel available for operating instructions after startup?	

If, when arriving at the job site our technician is delayed in performing startup due to any items above being incomplete, or for any reason NOT the responsibility of Hurley Engineering, Inc., expenses incurred or return trips will be added and charged back to the requester.

Any work performed on site by the startup technician that is not part of startup or is part of another contractor's scope will incur charges to the requester.

A minimum system load of 100% of (1) boiler is available for testing and adjusting controls? In multiple applications, if the maximum system load is not available at requested time of start-up, system dynamics cannot be tested. If a return trip is required due to dynamic system issues, additional charges will apply.

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If you have any questions please give the service department a call. Please complete this form and email it back to our service department, [scott@hurleyengineering.com](mailto:scott@hurleyengineering.com). Start-up will not take place if this form is not received two (2) business days prior to the scheduled start-up date.

By signing this agreement below, the signing party agrees to pay for services as incurred should additional trips be required due to problems with the listed installation checklist items.

Date:	
Signature:	
Title	
Company	

**Boiler Information:**

Boiler Model:		S/N:	
Boiler Model:		S/N:	
Boiler Model:		S/N:	

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