



✓ PRE-START UP CHECKLIST

Thank you for choosing Myers Emergency Power Systems to solve all of your power quality needs. Please complete and return this form via email to quotes@myerseps.com. Completing all items on the list is required to ensure your UPS is ready to start up. The pre-startup checklist must be completed and returned prior to us 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 Code: _____

UPS Model: _____

UPS Serial #: _____

Electrician Information

Company Name: _____

Contact Name: _____

Company Phone #: _____

Contact Phone #: _____

Yes No NA

- Have all packing materials and restraints been removed from each cabinet?
- Is each cabinet in the UPS system placed in its installed location?
- Is there adequate clearance and site lighting around the UPS and other cabinets?
- Is the area around the UPS clean, dry, and dust free?
- Is the area around the UPS adequately cooled?
- Are the external battery cabinet(s), if used, in place by the UPS?
- Does the installation include an external maintenance bypass switch?
- Does the utility voltage match the UPS rated voltage?
- Is the Input and output wiring installed properly and of the correct size wire and circuit breakers?
- Is the input neutral conductor installed?
- Have all ground conductors installed properly?
- Is there a Remote Emergency Power Off (EPO) installed and connected to the UPS EPO contacts?
- If an SNMP card was purchased, is there a network drop at the UPS for UPS monitoring?
- Will any UPS contacts closures be connected to outside equipment?
- 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 Start-Up Date and Time : _____