

Viessmann Commercial Project Sign-off Forms

IMPORTANT

This document is used to collect all the necessary information required to deliver your project. Equipment will be ordered based on these specifications. Product shipment will take place no sooner than 4 – 6 weeks *after* receipt of this document.

INDEX:

Material sign off forms

1. Cover Page

This form must be filled out by all customers.

2. Client information

This form must be filled out before we work on any other forms or sign off sheets

3. Equipment Sign-Off form

This form must be filled out before any equipment can be ordered.

4. Chimney Drawing Request form

If applicable. Please provide a detailed dimensioned drawing on a separate sheet of paper of the route that the venting will take. An approval on final CAD drawing must be received before the venting can be ordered.

5. Shipment Sign-Off form

This form must be filled out by all customers.

- Please allow for shipping time from Viessmann facility the 4 –6 week submission deadline above, including their corresponding shipping lead times, do **NOT** include shipping time to the customer.

Start up sign off form

1a. Project Start-up Sign-off Form

2b. Project Start-up and Installation Form (2 Pages)

Please fill this forms out and send to Viessmann when the completion date of the installation is known.

- If you have any questions or concerns, please consult your Viessmann Sales Representative.

US Projects send to: Viessmann Warwick
Fax: 401 732 0590

Canada Projects send to: Viessmann Waterloo
Fax: 519 885 1134

Viessmann Langley (BC Customers Only)
Fax: 604 533 9439

Project Name: _____ **City:** _____ **Prov:** _____

Owner of Equipment: _____ **City:** _____ **Prov:** _____

Contact Name: _____ **Phone:** _____ **Fax:** _____

Project Type:

New installation: Of space heating _____ Of domestic hot water _____

Replacement : Of space heating _____ Of domestic hot water _____

Other: _____

Installing Contractor: _____ **Phone:** _____ **Fax:** _____

Upon completion, please fax completed Cover Page together with completed Forms (some or all) to:

- Viessmann Canada:	(519) 885-1134	(for all provinces except BC)
- Viessmann BC:	(604) 533-9439	(for west coast Customers)
- Viessmann USA:	(401) 732-0590	(for US Customers)

2. Client Information Form

Phases

Responsible

Accountable

Owner's Project Requirements (OPR)

- Engineer
- Sales Agency
- Contractor
- Vi. Project Dept.
- Other

Name: _____
 Company: _____
 Email: _____
 Phone: _____
 Fax: _____

Basis of Design (BOD) Material List

- Engineer
- Sales Agency
- Contractor
- Vi. Project Dept.
- Other

Name: _____
 Company: _____
 Email: _____
 Phone: _____
 Fax: _____

Pricing as per BOD and OPR

- Engineer
- Sales Agency
- Contractor
- Vi. Project Dept.
- Other

Name: _____
 Company: _____
 Email: _____
 Phone: _____
 Fax: _____

Installation Supervision as per BOD

- Engineer
- Sales Agency
- Contractor
- Vi. Project Dept.
- C-PRO

Name: _____
 Company: _____
 Email: _____
 Phone: _____
 Fax: _____

Prep. For Commissioning as per OPR

- Engineer
- Sales Agency
- Contractor
- Vi. Project Dept.
- C-PRO

Name: _____
 Company: _____
 Email: _____
 Phone: _____
 Fax: _____

Commissioning

- Engineer
- Sales Agency
- Contractor
- Vi. Project Dept.
- C-PRO

Name: _____
 Company: _____
 Email: _____
 Phone: _____
 Fax: _____

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3. Equipment Sign-off Form

Project Name: _____

Altitude*: _____ ft / m City: _____ State: _____

*required for installations above 2,000 ft/610m

Gas Supply Pressure: _____ "w.c. or _____ psig

Note: If gas supply is below 7" w.c. at jobsite, confirm minimum **working** gas pressure available

Combustion air: The burner(s) will require a ducted combustion air intake.

Burner / Gas Train / Control Installation:

Boiler Model	Burner Model	Burner Fuel ¹	Burner Voltage ²	Gas Train Approval	Gas Train Mount ³ (left/right)
Boiler 1					
Boiler 2					
Boiler 3					
Boiler 4					

¹ **Burner Fuel:** Specify NG, LP, Oil, Combi NG/Oil.

² **Burner Voltage:** **Important: 120/1/60 always required in mechanical room for controls.**
Weishaupt: WG20, WL20, WG30, WL30, WGL30, WG40, WL40 only available in 120/1/60. G7, L7 & G10/4: Only available in 208-240/3/60, 460/3/60 & 575/3/60. All other available in all voltages.
Riello: F15, G750/900, RL28, RS28, RLS28, and RS45 only available in 120/1/60. RL,RS,RLS 38 available in all voltages. All other Riello only available in 208-230/3/60, 460/3/60, 575/3/60.

³ **Gas Train Approvals, Mount and valve design**
Weishaupt: The Weishaupt gas train is sold **assembled and prewired**; please specify left-hand side or right-hand side (when facing boiler combustion chamber door). Available gas train approval(s) include: **CSA, UL, IRI or FM.**
Important: WG20, WG30, WG40 Linkage-less burners right hand gas train only.

US ONLY Low / high gas pressure switches: Antunes (Standard) Dungs ventless (optional)

Riello: The Riello gas train is sold partially assembled. Available gas train approval: **UL** is standard. **FM** and **IRI** available upon special request. Contact your Viessmann representative if FM or IRI is required.

BMS: Is Building Management System (BMS) Integration required? Yes No

If Yes: with Gateway LON BACNet 0 – 10V signal Other _____

LTP: Voltage of Return Low Temperature Protection (LTP) pump: _____
 (30% LTP (Shunt pump) or 100% LTP (Return mixing valve). Only applicable to Vitorond 200 VD2 boilers.)

Pumps: (Please list all other pumps supplied by Viessmann and their required voltages below)

Service ¹	Model Number	Voltage
Pump 1		
Pump 2		
Pump 3		

Service ¹	Model Number	Voltage
Pump 4		
Pump 5		
Pump 6		

¹ Examples: Domestic hot water, boiler supply, heating loop, ahu, heat exchanger etc.

System operating pressure: _____ psi

Estimated delivery time of Material: _____

Signature: _____

Date: _____

Name (print): _____

Upon completion, please fax completed Cover Page together with completed Forms (some or all) to:

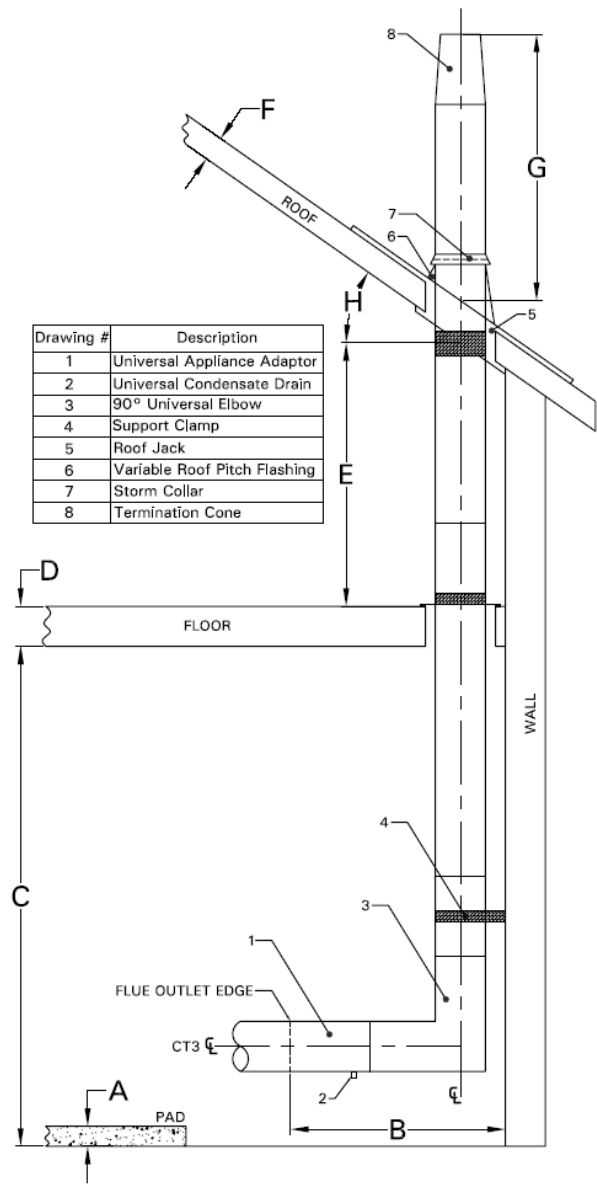
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4. Chimney Drawing Request Form



Project Name: _____

Please provide a detailed dimensioned drawing on a separate sheet of paper of the route that the venting will take. Use the venting example below as a guide.



IMPORTANT

Details as indicated in the example to the left are necessary, including front, side and top views! To save valuable time, please provide accurate, detailed drawings, together with measurements, all offsets, and dimensions "A" through "I" for review by Viessmann.

- A** Housekeeping pad
- B** Edge of flue collar to wall
- C** Floor to ceiling
- D** Floor thickness
- E** Offset CL to CL
- F** Roof thickness
- G** Stack height
- H** Pitch of roof

Restrictions

Boiler Model	Minimum B
CT3-17/22/28	38-1/8" / 966 mm
CT3-37/46/57	42-1/4" / 1071 mm
CT3-72/89	44-7/8" / 1138 mm

T-Drain may be available for the middle of 2011
Contact your Viessmann partner

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5. Project Shipment Sign-off Form



Project Name: _____

Viessmann requires 96 hrs (4 business days) written notification of any changes before the shipments are to take place.

Shipping Address

Name (of customer or corporation): _____

Address: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Customer Specified Shipping Schedule

Delivery Date To Site	Product ¹ (brief description)	Qty	Delivery ² via	Payment ³

¹Product: i.e. boiler vessel, control and panel, burner and gas train, chimney, etc

²Delivery: please specify either Truck with tailgate, Truck without tailgate, Flatbed truck, Container, Courier, or Other. Please specify if Tarps are required.

³Payment: please specify either CL (collect), PP (prepaid), PC (prepaid and charge)

Note: Federal Tax ID# required for cross border shipments

Special Instructions

Site Contact for Shipping Inquiries

Name: _____ E-Mail: _____

Tel: _____ Cell: _____

Fax: _____

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Start up sign off Form



1a. Project Start-up Sign-off Form

Project Name: _____

Site Address:

Name (of customer or corporation): _____

Address: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Start-up Date:

Preferred Date: _____

Alternate Date: _____

Steady state confirmation check up Date: *(if original start-up during warm weather)* _____

Important: please ensure that a preferred date and an alternate date are supplied, which are at least 7 days apart.

Special Instructions:

IMPORTANT

Each of the "Necessary Conditions for Start-up" (Form 5b) must be met prior to the start-up technicians arriving. Failure to meet these conditions may incur costs additional to those originally quoted.

Invoice Rates: Canada / United States

Travel Time	Travel Cost	Service Time	Quoted Cost <i>(if applicable)</i>
\$75.00/ hour	\$ 0.75/km / \$ 1.39/mile	\$ 120.00/hour	

Project Contact for Start-up Inquiries:

Name: _____ E-Mail: _____

Tel: _____ Cell: _____

Fax: _____

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2b. Project Start-up and Installation Form



Project Name: _____

Start-up Checklist:

Project installation date: _____

Does the contractor need help from the CPRO contractor with wiring and set up?

Yes _____ No _____

If the CPRO contractor is doing work that is not part of the Start up procedure who is invoiced for that cost.

Contact: _____ Phone: _____

Company: _____ Fax: _____

Who is responsible to ensure that a design load of 30% is present at time of start up

Company: _____ Phone: _____ Fax: _____

If design load of 30% is not available for requested start up date can an alternate date be scheduled

Yes _____ No _____

Has a second start up date, during load conditions been included in the cost of start up?

Yes _____ No _____

If the CPRO contractor must return for a second un – budgeted start up, who is to be invoiced for the second start up?

Contact: _____ Phone: _____

Company: _____ Fax: _____

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Check Here

Necessary Conditions for Start-up		VD2	VSB/ CT3
Boiler	Ensure all boiler enclosure panels are installed.		
	Ensure burner is mounted onto combustion chamber door.		
	Ensure supply/return header, including all shunt pump(s) and mixing valves (where required), is piped to system.		N/A
	Ensure low water cutoff installed at high point on boiler or in piping above pressure vessel.		
	IMPORTANT: Ensure heating system and boiler(s) are filled and a full heating load exists for start-up; expansion tank must be installed.		
Controls	Ensure power supply to boiler is installed. Supply photo		
	On 575/120-volt burners, ensure a transformer is installed (field supplied) according to diagram supplied with controls.		
	Ensure low water cut-off is wired.		
	Ensure outdoor temperature sensor is installed (if applicable).		
	Ensure the #5 sensor is installed in tank well and wired to boiler control where DHW tanks are used.		
	Ensure control is mounted on boiler and electrically connected.		
Gas/Oil Piping	When Viessmann control panel is supplied for project, control panel must be wall mounted, supplied with the specified power, and all pumps controlled by panel must be properly wired.		
	Ensure gas train is purged of air, and pressure tested; gas meter must be accessible and operational.		
	Ensure gas piping to burner gas train is installed with appropriate unions allowing service to burner/boiler.		
	Ensure gas train regulator vents are piped to the outside or to a vent-limiting orifice pending gas code or local regulations.		
	NG/LP applications: ensure gas train wired to burner. Gas installation supply photo		
	Ensure gas pressure specified on Form 1 is available.		
	Oil applications: ensure filters/pumps installed. Oil installation supply photo		
Venting	Vent connected to boiler according to installation instructions. Supply photo		
	Ensure barometric damper is installed in venting.		N/A
	Ensure 'P' traps are installed on condensate drains and condensate piping is routed to a floor drain.	N/A	
Combustion Air	Ensure proper size combustion air and ventilation air openings are provided to boiler room.		
	If a motorized damper has been installed to open the supply of the combustion air and ventilation to the mechanical room, has the "full open proving switch" on the damper been interlocked with the activation of the burner?		
	Ensure combustion air is free of any chemical contaminants.		
	Where combustion air is ducted to burner, ensure proper size insulated duct complete with all connection flanges and intake screened terminal is installed.		

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