

Packaged Terminal Air Conditioner / Heat Pump

Three-inch Subbase Kit Installation Instructions

Inspection

Upon receipt of shipment, carefully check the shipment against the bill of lading. Make sure all Subbases have been received. Inspect each Subbase carefully for damage. Assure that the carrier makes proper notation on the delivery receipt of all damage identified and that he/she completes a Carrier Inspection Report. Concealed damage not discovered during unloading must be reported to the carrier within fifteen (15) days of receipt of shipment. **NOTE: It is the responsibility of the purchaser to file all necessary claims with the carrier. Notify ACP's Traffic Department of all damage within fifteen (15) days of receipt of shipment.**

Optional accessory subbases are shipped separately for field installation.

Introduction

ACP's Three-inch Subbase Kit is an optional accessory for PTA/PTA Packaged Terminal Air Conditioner/Heat Pumps. The Subbase is used to support the Wall Sleeve in thin wall applications or any installation where Wall Sleeve penetration into the room is approximately eight (8) inches or more. The Subbase must be attached to the Wall Sleeve before installing the Sleeve in the wall.

Package Contents

The Three-inch Subbase Kit consists of a hardware bag and five (5) pieces including a subbase, two (2) end plates, and two (2) mounting brackets. The hardware bag contains twelve (12) screws, two (2) cage nuts and two (2) leveling feet.

Before Installation

Check plans to determine that the correct Subbase has been brought to each unit location.

▲ WARNING

To avoid electric shock and possible serious injury, disconnect power to the branch circuit supplying the Unit before installing Electrical Subbases.

Installation

The installation of Packaged Terminal Air Conditioners/Heat Pumps and all associated components, parts, and accessories that make up the installation shall be in accordance with the regulations of all Authorities having jurisdiction and MUST conform to all applicable Codes. It is the responsibility of the Installing Contractor to determine and comply with ALL applicable Codes and Regulations.

▲ CAUTION

Subbases are made of sheet metal parts and sheet metal fasteners which may have sharp edges. To avoid possible bodily harm, the Installer must exercise all due caution when handling these parts.

THIS EQUIPMENT MUST ONLY BE INSTALLED BY AN EXPERIENCED INSTALLATION CONTRACTOR WHICH EMPLOYS PERSONNEL TRAINED IN THE INSTALLATION OF THIS TYPE OF EQUIPMENT.

Subbase height is 3 inches and can be adjusted to 4-1/4 inches with the leveling feet. Subbase End Plates are provided to close the ends of the Subbase and the open space between the back of the Subbase and the inside surface of the wall. Spaces up to 7-1/4 inches in width between the back of the Subbase and the wall can be accommodated. The End Plates can be bent in the field at one-inch increments. Slots in each End Plate allow adjustments of up to 1 inch.

Electrical Considerations

The standard decorative Subbase PSBNN accepts a field-installed receptacle for use with a cord connected Chassis. (This receptacle is not supplied by ACP.) The space behind the receptacle or the compartment on the right end of the Subbase can be used as a junction box to connect the branch circuit wiring to the receptacle. When a Permanent Connection is installed to the Subbase, this compartment can be used to connect the branch circuit wiring to the Permanent Connection.

For 115V or 208/230V applications, an Electrical Subbase PSBE_ can be supplied with a factory-installed fused disconnect switch. It is available with either a factory installed receptacle for a cord connected Chassis or with leads only for field connection when the Chassis is permanently connected. The compartment on the right end of the Electrical Subbase is used to connect branch circuit wiring to the fused disconnect, and the Subbase to the Permanent Connection.

NEC code mandates that 265V applications MUST be permanently connected to the unit or Subbase. (Exception: cord connected units are possible as long as cord is enclosed in raceway provided in Subbase.)

In 265V applications a time-delay fuse in the Chassis control panel, factory installed as standard, provides over-current protection. Disconnect Subbases are used for 265V applications. Use a Subbase with disconnect, receptacle and cord chase cover for 265V cord connect units.

General Instructions

- (1) Remove packaging from the Wall Sleeve. Retain packaging for use later in this Instruction. DO NOT remove the Weather Panel or Masonry Support. (Masonry Supports are NOT provided on Sleeves packaged for export).
- (2) Unpack the Three-inch Subbase Kit and remove the following: one (1) Subbase, two (2) mounting brackets, two (2) end plates, and one (1) hardware bag. Set the end plates aside for later use.
- (3) Attach one mounting bracket to EACH end of the Subbase with screws as shown in Figure 1.

For Cord-Connected Units

PSBED - 15 Amp receptacle, fuses and disconnect switch for 208/230 volt.

PSBEF - 20 Amp receptacle fuses and disconnect switch for 208/230 volt.

PSBEG - 30 Amp receptacle fuses and disconnect switch for 208/230 volt.

PSBEN - 20 Amp receptacle and disconnect switch for 265 volt (includes raceway).

PSBEP - 30 Amp receptacle and disconnect switch for 265 volt (includes raceway).

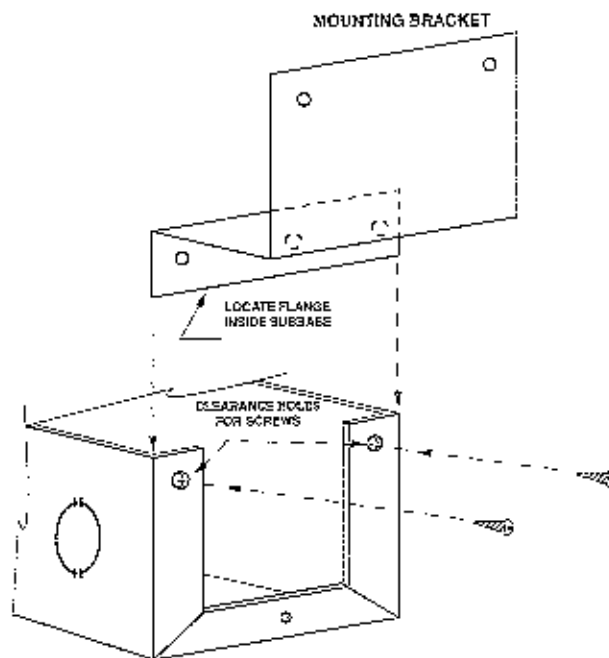
For Hard-Wired Units

PSBEK - 15 Amp fuses and disconnect switch.

PSBEL - 20 Amp fuses and disconnect switch.

PSBEM - 30 Amp fuses and disconnect switch.

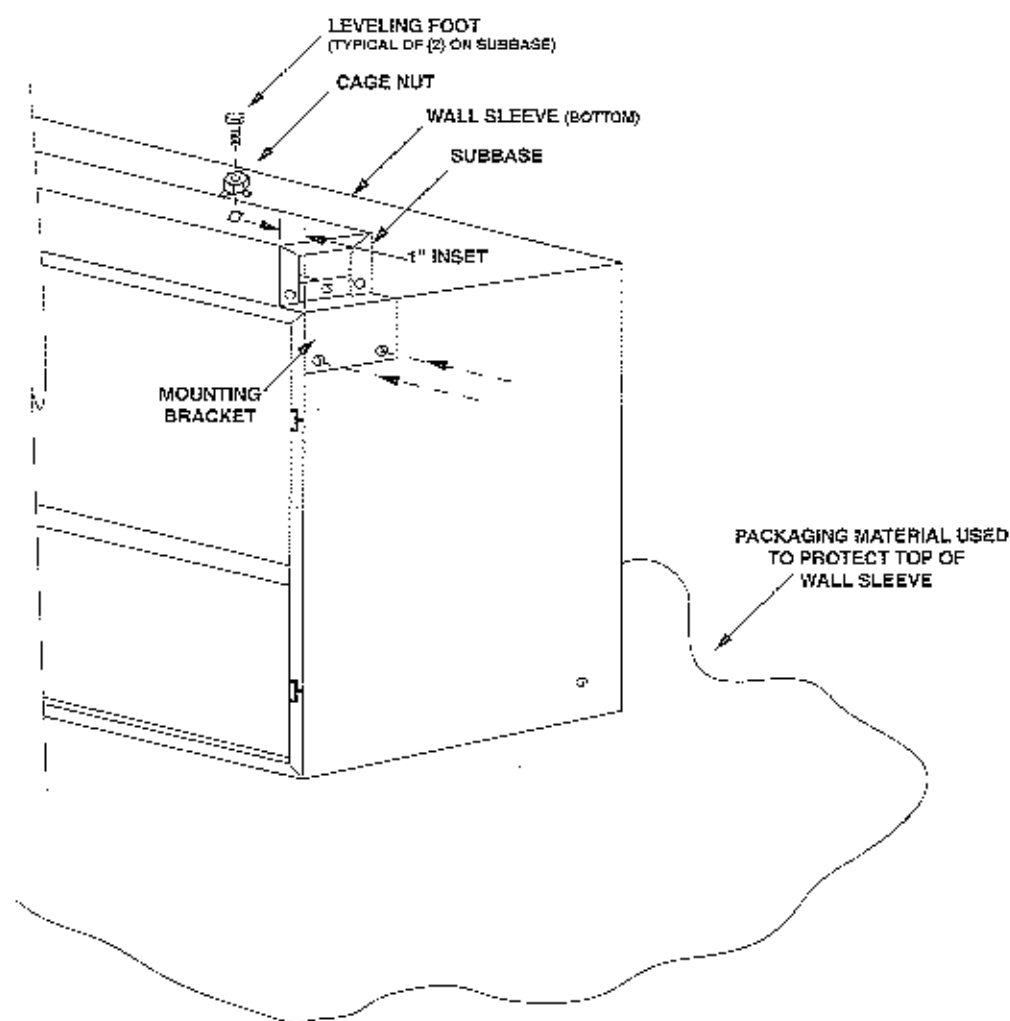
Figure 1:
Subbase right
hand end shown



- (4) Place packaging material (retained in Step 1) on the floor. Turn the Wall Sleeve bottom-side up on top of the packaging material. Assume that the packing material completely protects the Sleeve from the floor to prevent marring the top surface of the Sleeve. Also exercise care to prevent marring the sides of the Sleeve.
- (5) Position the Subbase on the bottom of the Sleeve so that the front face of the Subbase is flush with the front edge of the Sleeve and the holes into which the leveling feet are screwed are facing up as shown in Figure 2. (Note: Access covers are located on the front face of the Subbase). When positioned correctly, the Subbase will be centered from side to side with a one-inch inset between each side of the Sleeve and the sides of the Subbase.
- (6) While holding the Subbase securely in place with respect to the Sleeve and using the mounting bracket as a template, drill two (2) 1/8-inch diameter holes in one end of the Sleeve. Screw the mounting bracket to that side of the Sleeve. Repeat this procedure for the other side of the Sleeve. The Subbase will now be securely attached to the bottom of the Wall Sleeve.

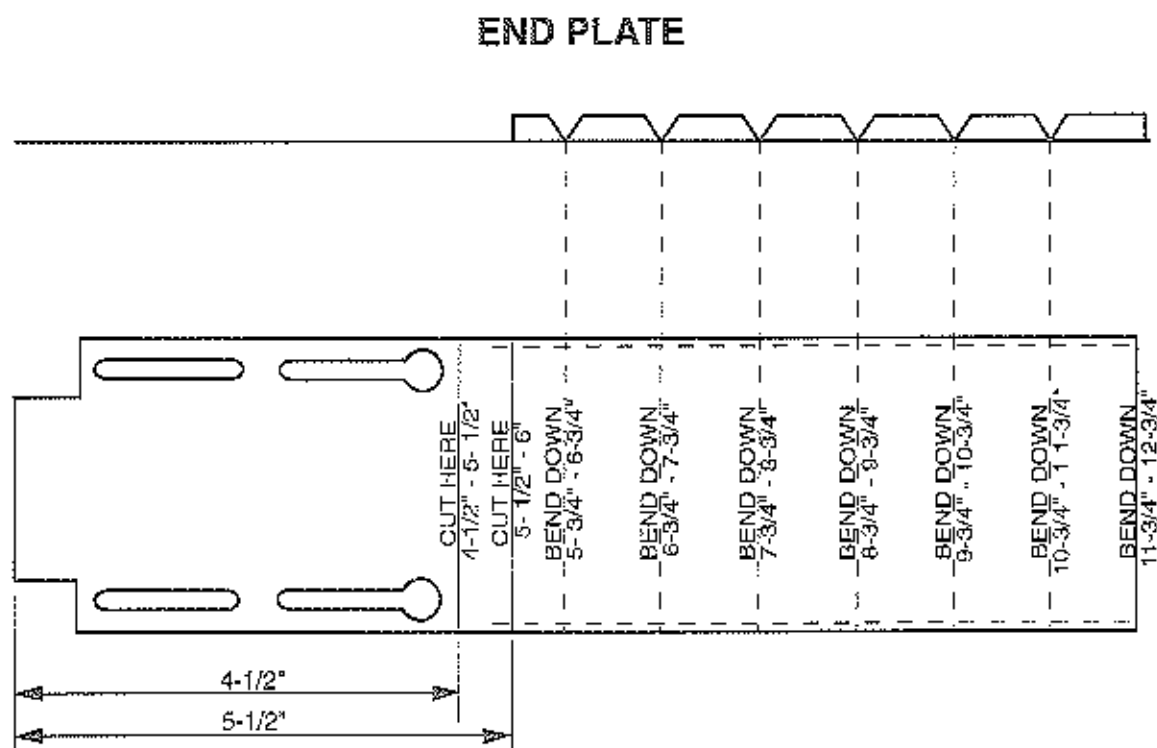
Caulk inside the Sleeve around each screw where it penetrates the Sleeve. Use a generous amount of silicone caulk to prevent leakage of wind driven rain into the room.

Figure 2



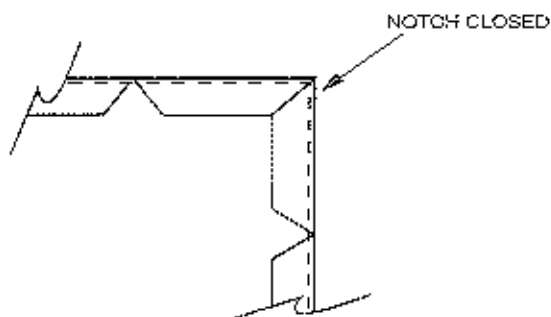
- (7) Snap the cage nuts (2) into the square holes in the bottom of the Subbase. Screw the leveling feet into the cage nuts. Measure the distance from the bottom of the opening to the floor. Subtract 3 1/4 inches from the distance measurement. The resulting figure represents how far the leveling feet need to extend from the bottom surface of the Subbase. Turn the Sleeve top side up.
- (8) Refer to the Wall Sleeve Installation Instructions (Part # 69563806). Complete the installation of the Sleeve (Note: Wall sleeve should be level side to side and front to back). To make final adjustments to leveling feet, turn the foot until the head touches the floor. Once touching the floor, turn the foot an additional 1/2 turn with wrench to further stabilize. Repeat with other leveling foot.
- (9) To close the ends of the Subbase, cut the End Plates at the 4-1/2-inch line as shown in Figure 3 and install as indicated in step 10.
- When desired, close off the space between the back of the Subbase and the wall as shown in Figure 3 and Figure 4. Measure the distance from the FRONT of the Subbase (or Sleeve) to the wall. If the distance to the wall is 4-1/2 inches to 5-1/2 inches, CUT the End Plate off square where shown in Figure 3.
- If the distance from the FRONT of the Subbase (or Sleeve) to the wall is between 5-1/2 to 6 inches, CUT the End Plate off square as shown in Figure 3.

Figure 3



If the distance from the FRONT of the Subbase (or Sleeve) to wall is 5-3/4 inches to 6-3/4 inches, BEND the end panel DOWN 90 degrees to close notch as shown in Figure 3A. (Note: For clean, accurate bending, make bends over a block of hard wood which is 2-7/8 inches wide and cut square on one end.)

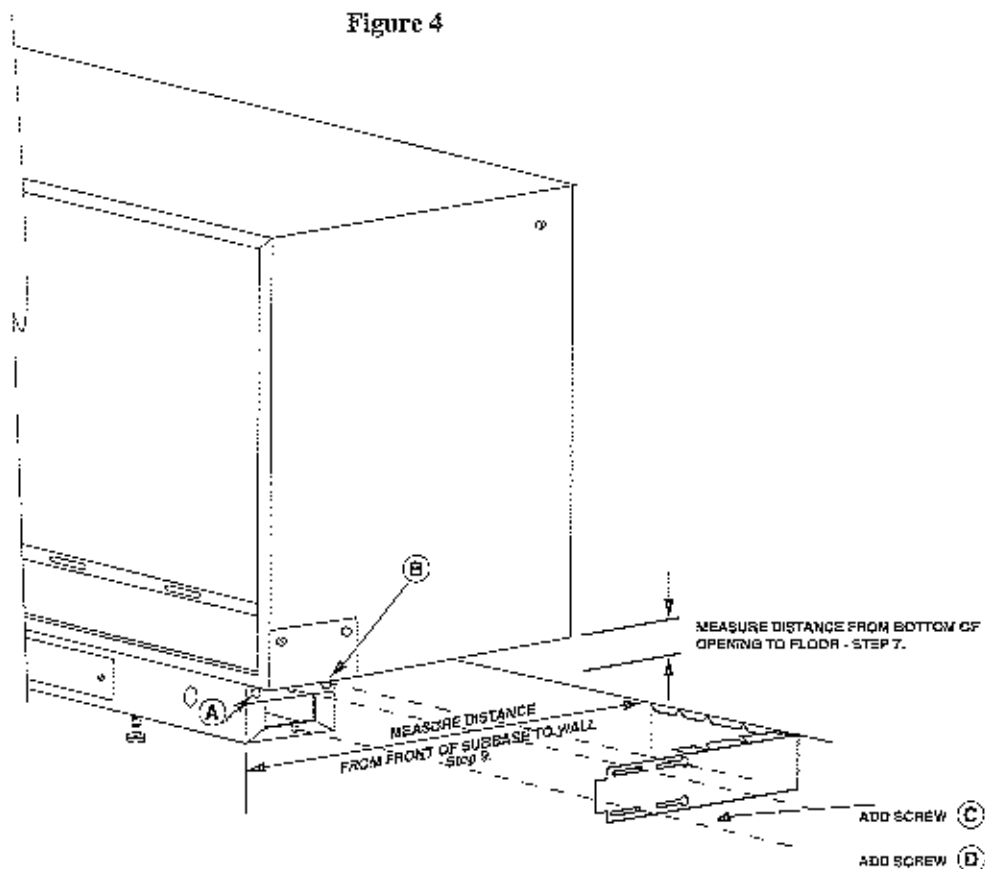
Figure 3a



For other distances from FRONT of Subbase (or Sleeve) to wall, bend at the applicable bend line as shown in Figure 3. The slots in each End Plate allow adjustment in position of up to one inch.

- (10) To attach the End Plate, remove screw B. Hold the End Plate in place and attach screws B, C and D. DO NOT TIGHTEN SCREWS. Push the End Plate against the wall. When the End Plate touches the wall, tighten all screws snugly. Repeat this procedure for the opposite side of the Subbase.

Figure 4



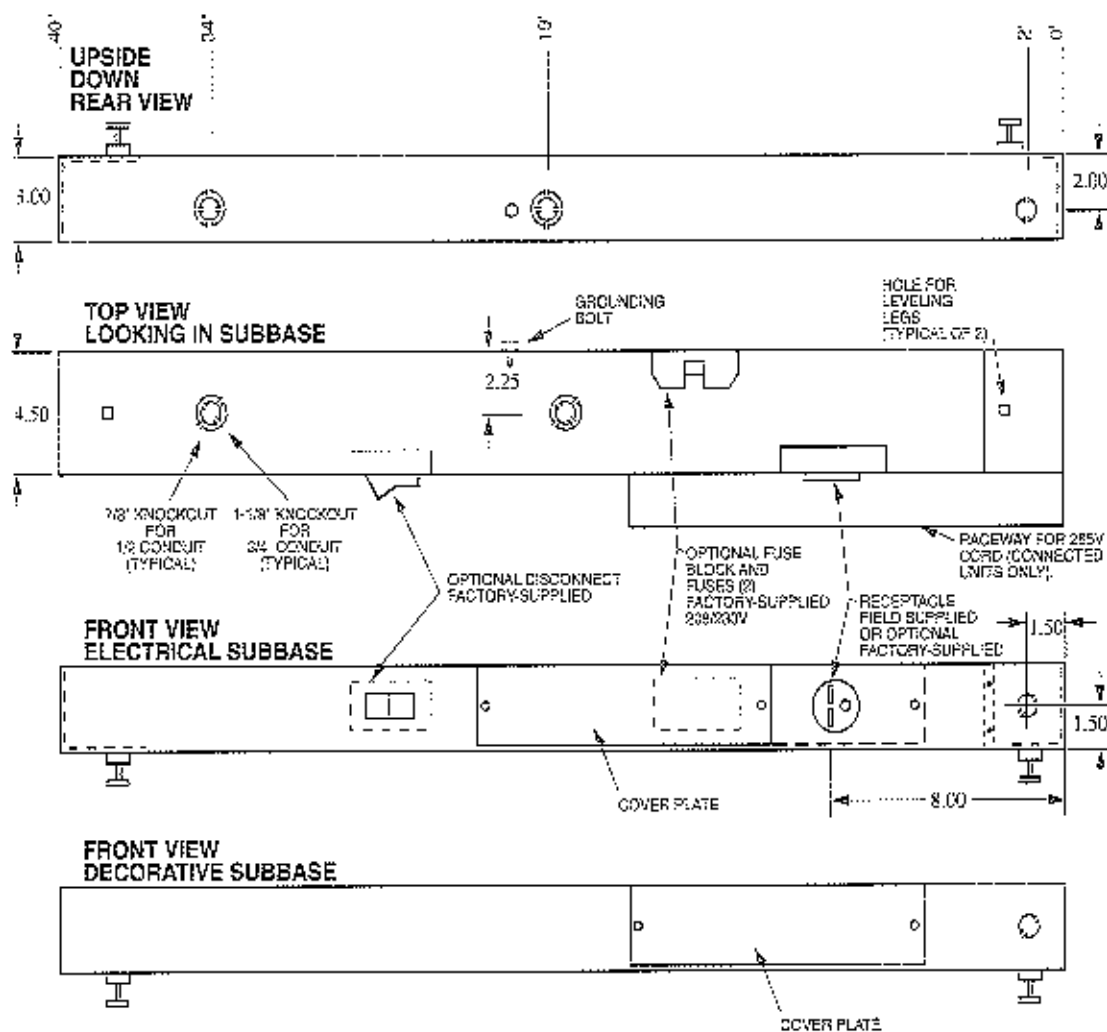
- (11) Rough the branch circuit wiring into the Subbase through any of the knockouts shown in Figure 5. Connect the electrical conduits to the Subbase and ground the branch circuit to the Subbase by attaching the ground wire to the green ground screw provided. Route the power conductors to the place in the Subbase where the final connections will be made (not shown in Figure 5).

When field supplied the receptacle is installed where shown in Figure 5, the branch circuit conductors are attached to the receptacle or to leads that run from the receptacle into the compartment at the end of the Subbase. Attach the cover plate to the front of the Subbase to complete the installation.

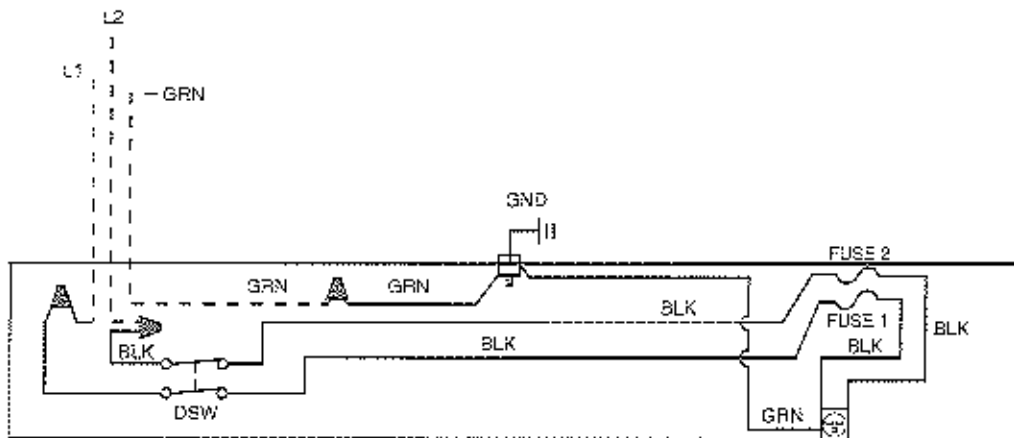
When the Chassis is to be permanently connected, attach the branch circuit conductors to the leads of the field installed Permanent Connection Kit in the right end compartment.

When a fused disconnect Subbase has been supplied, attach the branch circuit conductors to the leads of the Fused Disconnect Subbase in the right end compartment. Attach the leads of the field installed Permanent Connection Kit to the Fused Disconnect Subbase in the right end compartment.

Figure 5



TYPICAL WIRING - PSBEG (208/230V)



LEGEND

—	=	FACTORY WIRING
- - -	=	FIELD WIRING
▲	=	FIELD SPLICE NUT
DSW	=	DISCONNECT SWITCH

REPLACEMENT FUSES

15 AMP	-	69613600
20 AMP	-	69613601
30 AMP	-	70016104

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