

AGENCY HEAT PUMP INSPECTION CHECKLIST

HEAT Job #: _____ **AGENCY:** _____
Property Owner: _____ **Agency Inspector:** _____
Property Address: _____ **Inspect Date:** _____
Dwelling Type: SF Manufactured Home **Vendor:** _____

Heat Pump System		
	Outside Component	Inside Component
Make/Manufacturer		
Model		
Serial #		
Component Location		
Thermostat Location		

Unit Inspected Yes No If yes, complete Inspection Results

INSPECTION RESULTS					
	Pass	Fail	NA	Corrective Action Required	RESOLVED/ Date
Installation Review					
1. Only one heat pump system installed in dwelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
2. In compliance with the vendor quote and work order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
3. Mounted in an unobstructed location on <input type="checkbox"/> brackets <input type="checkbox"/> stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4. Component location maximizes energy efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
5. Rain cap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
6. Duct covers sealed (prevents pest entry)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
7. Duct covers level or plumb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
8. Insulation full length of refrigerant lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
9. No exposed copper lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
10. No evidence of compressor oil from unit/line set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
11. Exterior and interior components level and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
12. Wireless remote control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
13. Electrical work complete (per work order)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
14. Electrical panel/service box labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
15. Thermostat in acceptable location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
16. Thermostat properly installed and working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
17. System run in heating/cooling mode	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Homeowner Interview					
18. Received heat pump manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
19. Received Introduction to Heat Pumps and User Tips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
20. Shown how to clean indoor filters, outdoor coils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
21. Shown how to use heat pump controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
22. Shown how to address error messages / corrective actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
23. Given vendor contact information for service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
24. Received Heat Pump Client Satisfaction Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Comments					

I (the Agency Inspector) certify that the heat pump materials and measures were properly installed in accordance with the work order and that installation was completed in accordance with CHIP Guidance and Procedures.

Agency Inspector (*signature*) _____ Date _____