

HEAT PUMP VENDOR INSPECTION CHECKLIST

HEAT Job #: _____
 Property Owner: _____
 Property Address: _____
 Dwelling Type: SF Manufactured Home

AGENCY: _____
 Vendor: _____
 Review Date: _____
 Vendor Inspector: _____

INSTRUCTIONS: Check boxes to confirm that each requirement has been met. A signed copy must accompany the Vendor's invoice.

HEAT PUMP SYSTEM		
	Outside Component	Inside Component
Make/Manufacturer		
Model		
Serial #		
Component Location		
Thermostat Location		

REGISTERED VENDOR INSPECTION

Outdoor Unit

- | | |
|--|--|
| 1. <input type="checkbox"/> Greater than or equal to 24" above ground
2. <input type="checkbox"/> Unobstructed airflow
3. <input type="checkbox"/> Level
4. <input type="checkbox"/> Does not interfere with walkway, porch, window or door | 5. <input type="checkbox"/> Installed at serviceable height
6. <input type="checkbox"/> Secured to wall or stable base
7. <input type="checkbox"/> Protected by rain cap (if installed under roof drip line) |
|--|--|

Line Set

8. Line set purged with nitrogen, pressure tested & evacuated with pump per mfg.'s instructions
 9. Refrigerant added, if required by manufacturer:

<input type="checkbox"/> NA	Pounds	Ounces

10. Pressure Test

	MFG Guideline	Actual
Pressure (PSI)		
Duration (minutes)		
# of evacuations performed		
Vacuum level (microns)		

11. Line set lengths (feet)

	MFG Guideline		Actual
	Maximum	Minimum	
Standard length:			
For factory charge			

- | | |
|---|--|
| 12. <input type="checkbox"/> Floor/wall/ceiling penetrations sealed
14. <input type="checkbox"/> Flare connections tightened using manufacturer's torque specification
15. <input type="checkbox"/> Visible line sets run through line set covers with transition and termination fittings
16. <input type="checkbox"/> Insulation covers full length of line sets (no exposed copper) | 13. <input type="checkbox"/> Condensate line installed without dips or traps |
|---|--|

Indoor Unit

17. Level
 18. Adequate clearances for services and operation
 19. System was run in both heating and cooling modes to ensure proper operation

Electrical Work

20. Breaker service devise clearly labeled
 21. All electrical work performed by licensed electrician or as authorized by Electrician's Board
 22. Disconnect box wiring shock risk reduced by lock, strap tie and/or box that provides other means of protection

Vendor must submit the completed Vendor Inspection Checklist to the CAA with invoice for payment.

Registered Vendor Signature: _____ **Date** _____

HOMEOWNER

23. I have been supplied with an Owner's Manual for the heat pump and vendor's contact information.
 24. I have been taught how to turn the heat pump on and off, clean the filter, switch between heating and cooling modes, change the temperature set-point, adjust airflow direction and call for services.
 25. Noise and vibration levels are acceptable. 25. Line set covers are aesthetically acceptable.

Homeowner Signature: _____ **Date** _____