Program registered contractor - air souce heat pump quality installation checklist

Fill out one checklist per outdoor unit and leave it with the customer.

Customer Name:	Company Name:	
Phone:	Phone:	
Street Address:	Installer Name:	
City/Postal Code:	Designer Name:	
1. System design (please circle units of measurement e.g. BTUH or W, °F or °C) Completed F280-compliant heat loss / heat gain calculation Outdoor design temperature °F or °C Dwelling heat requirement BTUH or W Heat output @ outdoor design temp BTUH or W Dwelling cooling requirement BTUH or W Nominal cooling capacity BTUH or W Auxiliary heat Not applicable Calculated balance point BTUH or W @ °F or °C Thermostat control set to minimize the use of auxiliary heat above balance point		
2. Outdoor unit (please circle units of measurement e.g. ft or m, oz. or g)		
Make/model		
	☐ Ductless ☐ Mix	
Manufacturer's maximum line set length with factory chargeft or m		
Measured line set lengthsft or m Refrigerant added for extra length (if applicable) oz. or g Unit is secured and placement complies with manufacturer requirements for clearances and protection from the elements		
Line set secured, insulated, covered, and penetrations sealed		
Line set secured, insulated, covered, and penetrations sealed from elements and pests		
3. Indoor unit - central or mini-ducted (please circle units of measurement e.g. in. WC or Pa)		
If more than one indoor unit, use next page for additional units		
☐ Central Unit ☐ Mini-Ducted Unit ☐ Not applicable (i.e. ductless only, proceed to #4)		
Coil/Air Handler Make/Model		
System Total Measured ESP in. WC or Pa Manufacturer's Rated ESP in. WC or Pa Ducts in conditioned space? Yes No If no: Ducts in unconditioned space are insulated to min. R20 (RSI 5.68)		
Ducts in conditioned space? Tes Two in no. Ducts in unconditioned space are insulated to min. R20 (R5i 5.66)		
4. Indoor unit – ductless If more than one indoor unit, use next page for additional units		
Make/Model Not applicable (i.e. ducted only)		
☐ Manufacturer's min clearances maintained		
5. Codes and permits		
☐ Installation complies with BC Building Fire and Electrical Codes as well as CSA BCAN/CSA-C273.5-11(R2015) Installation of air		
source heat pumps and air conditioners and applicable permits have been obtained. <i>Note: failure to comply with applicable codes may</i>		
impact rebate program as per Home Renovation Rebate and EfficiencyBC Terms and Condition.		
6. Information for customer		
☐ Explained system operation including control setup and the costs of large set-backs using auxiliary heat.☐ Installation manual,		
warranty registration, and a copy of this checklist provided to customer.		
Advised customer of maintenance schedule including filter change instructions. Recommended maintenance schedule:		
Customer Initials		
7. Installer signature		
I certify that the information contained in this checklist is complete and accurate.		
	te and accurate.	
Signature Print Name		

If more than one indoor unit use sections 8 and /or 9 on the next page. Use box 10 on next page for any other comments (if applicable)

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8. Additional indoor unit(s) - central or mini-ducted (please circle units of measurement e.g. in. WC or Pa)		
☐ Central Unit ☐ Mini-Ducted Unit		
Coil/Air Handler Make/Model		
System Total Measured ESP in. WC or Pa Manufacturer's Rated ES	SP in. WC or Pa	
Ducts in conditioned space? Yes No If no: Ducts in unconditioned space a	are insulated to min. R20 (RSI 5.68)	
Central Unit Mini-Ducted Unit		
Coil/Air Handler Make/Model		
System Total Measured ESP in. WC or Pa Manufacturer's Rated ESP in. WC or Pa		
Ducts in conditioned space? Yes No If no: Ducts in unconditioned space are insulated to min. R20 (RSI 5.68)		
Central Unit Mini-Ducted Unit Coil/Air Handler Make/Model		
System Total Measured ESP in. WC or Pa Manufacturer's Rated ESP in. WC or Pa		
Ducts in conditioned space? Yes No If no: Ducts in unconditioned space are insulated to min. R20 (RSI 5.68)		
Central Unit Mini-Ducted Unit		
Coil/Air Handler Make/Model		
System Total Measured ESP in. WC or Pa Manufacturer's Rated E	ESP in. WC or Pa	
Ducts in conditioned space? Yes No If no: Ducts in unconditioned space are insulated to min. R20 (RSI 5.68)		
9. Additional indoor unit(s) - ductless		
Make/Model	Manufacturer's min clearances maintained	
Make/Model	Manufacturer's min clearances maintained	
Make/Model	Manufacturer's min clearances maintained	
Make/Model	Manufacturer's min clearances maintained	
Make/Model	Manufacturer's min clearances maintained	
Make/Model	Manufacturer's min clearances maintained	
Make/Model	Manufacturer's min clearances maintained	
10. Comments (if applicable)		

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