

Home Energy Savings Program

Ductless Heat Pump Installation Checklist – Submit with Claim Form



Customer Name:		Street Address:	
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SECTION 1. Vendor Checklist. Please complete and sign the following section.

Outdoor Unit	
Height off ground (inches) : _____	Best Practice: Above snow level (≥ 24 inches)
<input type="checkbox"/>	Unobstructed airflow
<input type="checkbox"/>	Level
<input type="checkbox"/>	Does not interfere with view through or operation of a window
<input type="checkbox"/>	Protected by rain cap (required if installed under roof drip line)
Line Set	
Minimum line set length (manufacturer): _____	
Maximum line set length (manufacturer): _____	
Maximum line set length for factory charge (manufacturer): _____	
Actual line set length: _____	
<input type="checkbox"/>	Refrigerant added for line set length that exceeds manufacturer maximum for factory charge
Amount of refrigerant added to system: _____ Pounds _____ Ounces	
<input type="checkbox"/>	Line set purged with nitrogen, pressure tested & evacuated with pump per mfg.'s instructions
Pressure test pressure (PSI): _____, and duration (minutes): _____	
Number of evacuations performed: _____	
Vacuum level (microns): _____	
<input type="checkbox"/>	Flare connections tightened using manufacturer's torque specification
<input type="checkbox"/>	Visible line sets run through line set covers with transition and termination fittings
<input type="checkbox"/>	Line set covers are level or plumb
<input type="checkbox"/>	Insulation covers full length of line sets (no exposed copper)
<input type="checkbox"/>	Floor/wall/ceiling penetrations sealed with spray foam
<input type="checkbox"/>	Condensate line installed without dips or traps
Indoor Unit	
<input type="checkbox"/>	Level
<input type="checkbox"/>	Adequate clearances for services and operation
Electrical Work	
<input type="checkbox"/>	All electrical work performed by licensed electrician or as authorized by Electrician's Board
System	
<input type="checkbox"/>	System was run in both heating and cooling modes to ensure proper operation
Registered Vendor Signature:	

Section 2. Homeowner Checklist. Please check all statements that apply.

<input type="checkbox"/>	I have been supplied with an Owner's Manual for the heat pump.
<input type="checkbox"/>	I have been supplied with a copy of Efficiency Maine Heat Pump User Tips .
<input type="checkbox"/>	The installer taught me how to turn the heat pump on and off, clean the filter, switch between heating and cooling modes, change the temperature setpoint, adjust airflow direction and call for services.
Homeowner Signature:	