

RESIDENTIAL HEAT PUMP Installation Requirements Checklist



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

Outdoor Unit					
<input type="checkbox"/>	Greater than or equal to 18" above ground unless protected from snow				
<input type="checkbox"/>	Unobstructed airflow				
<input type="checkbox"/>	Level and plumb				
<input type="checkbox"/>	Does not interfere with walkway, porch, window or door				
<input type="checkbox"/>	Secured to wall or stand				
<input type="checkbox"/>	Protected from roof or runoff by gutter, rain cap, gable end, or overhang				
<input type="checkbox"/>	Outdoor unit and line set protected from falling snow if below metal roof (for installations on or after 4/1/2020)				
Line Set					
Manufacturer-specified lengths (feet): Minimum: _____ Maximum with factory charge: _____ Maximum: _____					
Actual line set length: _____					
<input type="checkbox"/>	Refrigerant added, if required by manufacturer: _____ Pounds _____ Ounces _____ NA				
<input type="checkbox"/>	Line set purged with nitrogen, pressure tested & evacuated with pump per mfg.'s instructions				
	MFG GUIDELINE (Optional)	ACTUAL		MFG GUIDELINE (Optional)	ACTUAL
Pressure test pressure (PSI)			# evacuations performed		
Duration (minutes)			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 (exception: unfinished spaces and space between house and outdoor unit)				
<input type="checkbox"/>	Insulation covers full length of line sets (no exposed copper)				
<input type="checkbox"/>	Floor/wall/ceiling penetrations sealed				
<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				
<input type="checkbox"/>	Disconnect box wiring shock risk reduced by lock, strap tie and/or box that provides other means of protection				
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 boxes to confirm that all requirements have been met.

<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.				
<input type="checkbox"/>	Noise and vibration levels are acceptable.				
<input type="checkbox"/>	Line set covers are aesthetically acceptable.				
Homeowner Signature:					

Please submit by email: hesp2@clearresult.com OR Fax: 207-622-9933 OR Mail: 24 Stone Street, Suite 106, Augusta, ME 04330