

**Contractor A**

Name of Firm: \_\_\_\_\_

Name of Rep: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Contractor B**

Name of Firm: \_\_\_\_\_

Name of Rep: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

# HVAC Quality Installation Checklist

**Contractor  
A****Contractor  
B****CONTRACTOR**

Offers you higher efficiency equipment as part of standard bid

Offers third-party verification that your system was properly installed and set up. At a minimum the third-party checks to make sure your system's airflow and refrigerant charge are correct.

Interviews you about comfort

- Are there any significant differences in temperature or comfort from room to room?
- Is your home multi-story? If so, does he/she offer appropriate zoning to compensate?

**PRE-INSTALLATION**

Surveys entire system (if replacing existing AC)

- Checks duct integrity, sealing, and insulation
- Performs airflow and static pressure tests to determine maximum system size that can be installed on existing ductwork
- Checks existing refrigerant line sets (these should be replaced/updated in most cases)

Contractor prepares an industry standard load calculation using ACCA Manual J or similar method, and provides a copy showing the system was correctly sized.

- Equipment Sizing: bigger is NOT better. Your air conditioner can only deliver what your ductwork can deliver.

**INSTALLATION**

Contractor will replace the indoor evaporator coil when replacing the outdoor condensing unit with matched components.

Contractor will install Programmable Thermostat (if not already existing).

Test and confirm refrigerant level is:

- Within 5 degrees F of manufacturer's specification for superheat method;
- Within 3 degrees F of manufacturer's specification for subcooling method;
- Within 2% of manufacturer's specification for weigh-in method

All duct seams and joints are sealed with mastic (not tape) prior to the application of any insulation.

Test duct leakage:

- New Construction
  - (10% or less of the measured air flow over the indoor coil inside of thermal envelope);
  - (6% or less of the measured air flow over the indoor coil outside of thermal envelope);
- Existing Construction
  - (20% or less of the measured air flow over the indoor coil inside of thermal envelope)

Contractor should adjust refrigerant charge after installation of the refrigerant line sets. Ask your contractor how much refrigerant was added or removed.

Condenser (outdoor unit) is located at least 15" to 18" from anything else (on all sides). The condenser is not placed under a deck or overhang.

Make sure you can get to the indoor coil to clean it and can easily remove the filter.

All installation manuals are left with you or in a pocket with the equipment when the installation is complete. Your contractor should also provide a commissioning report that will serve as a benchmark for any future service work.

**MAINTENANCE**

Contractor offers regular maintenance/service.