

Installation and Quality Control

Job Number: _____
 Job Name: _____
 Address: _____

Date: _____
 Phone: (H) _____
 (W) _____

Crew: _____

Work to be Performed:

Job Amount: _____ Amount Collected: _____

All Financing Documents Signed Yes No

Accessories only (No quality audit required)

	Item	Complete	Not Required	Incomplete	Approx. Time to Complete
1.	Furnace set – blower speed set for proper cfm				
2.	Filter rack installed				
3.	Evaporator coil installed and leveled				
4.	Emergency drain pan and safety switch installed and tested				
5.	Gas piping completed and leak tested				
6.	Gas pressure gauge installed & piping pressurized to 20 lbs				
7.	Furnace venting completed w/proper supports, clearance & rise				
8.	Combustion air intake completed				
9.	All pilot lights lit (furnaces and water heaters checked out)				
10.	Condenser set with vibration pads in place				
11.	Condenser level				
12.	Refrigerant piping completed and leak tested				
13.	Condensate drain installed and tested				
14.	Condensate pump installed, safety switch wired & tested				
15.	Thermostat installed level, heat anticipator set, and checked out				
16.	Humidifier installed with humidistat (Model)				
17.	Humidifier level				
18.	Humidifier operation and drain checked out				
19.	Air cleaner installed (Model)				
20.	Electronic air cleaner operation (incl air flow switch checked)				
21.	Ducting complete				
22.	Supply air dampers installed				
23.	Registers installed and level				
24.	Insulation completed				
25.	Low voltage completed				



Installation and Quality Control					
	Item	Complete	Not Required	Incomplete	Approx. Time to Complete
26.	Line voltage completed				
27.	Furnace started up and check out (dip switches set-variable speed)				
28.	Air conditioner or heat pump started up and checked out				
29.	Electric heat started up and checked out				
30.	All foundation penetrations sealed				
31.	All work areas cleaned and trash removed				
32.	Homeowner given all homeowner manuals				
33.	Homeowners instructed in how to operate humidistat, thermostat and clean or change filters				

A/C Refrigerant Pressure Test								
	Conds Unit Model #	Area Serviced	Serial #	Air Temp (Evap)		Ref Pressure (lbs)		Outdoor Ambient Air Temp
				Entering	Leaving	Suction	Discharge	
1.								
2.								
3.								

Additional Comments:

- The above job is completed with the exceptions noted in "Additional Comments"
- The above job is completed and items have been "quality audited" by the following personnel:

Signed: _____ Date _____ Time _____

Senior Installation Technician

_____ Date _____ Time _____

Installation Technician

_____ Date _____ Time _____

Comfort Advisor or QC Manager

_____ Date _____

Customer Acceptance

