

Benton PUD REEP Inspection Checklist for HVAC Measures

<u>Customer Name:</u>	<u>Project Address:</u>	<u>Cust Phone:</u>
<u>Installing Company:</u>	<u>Company Phone:</u>	<u>Inspection Date:</u>

Structure Type _____ **Sq Ft** _____ **Ductwork 75% Outside** Y N NA
Sys Type: New HP Exist HP DHP GXHP FAF w/ CAC FAF w/o CAC
Capacity _____ (tons) **Manuf** _____ **OD/M#** _____ **ID/M#** _____

PTCS Air Source or Geothermal Heat Pump Upgrade:

- | | | | |
|--|-----|-----|--|
| 1. Heat Pump is primary heating source for the house | __P | __F | |
| 2. Heat Pump meets spec efficiency per ARI directory | __P | __F | |
| 3. Units display ARI and U/L symbols | __P | __F | |
| 4. Protective devices per spec | __P | __F | |
| 5. PTCS Heat Pump commissioning completed (in file) | __P | __F | |
| 6. Manufacturer's 5 year warranty (received by Homeowner) | __P | __F | |
| 7. HO instructed by contractor – Op manual rcv'd | __P | __F | |
| 8. Manual "J" heating and cooling loads per spec (in file) | __P | __F | |
| 9. Balance Point Worksheet properly filled out (in file) | __P | __F | |
| 10. Heat Pump sized correctly per load calcs | __P | __F | |
| 11. Aux heat sized correctly per load calcs | __P | __F | |
| 12. Aux heat controlled per spec | __P | __F | |
| 13. Location and support of OD unit | __P | __F | |
| 14. Location and support of ID unit | __P | __F | |
| 15. PTCS duct seal certification completed (in file) | __P | __F | |
| 16. New flex ducts installed in appropriate locations | __P | __F | |
| 17. Building cavities not used as new ductwork | __P | __F | |
| 18. New ducts designed per spec | __P | __F | |
| 19. Duct connections fastened and sealed properly | __P | __F | |
| 20. Axial zone pressure not more than 3 pa (w or w/o CAZ) | __P | __F | |
| 21. All outside ducts insulated at least R-8 (incls flex) | __P | __F | |
| 22. Flame spread and smoke rated vapor barrier outside | __P | __F | |
| 23. Duct insulation properly supported | __P | __F | |
| 24. Easy access for filter servicing | __P | __F | |
| 25. Pressure drop at filter less than .22 in. wg or 55 pa | __P | __F | |
| 26. New refrigerant piping installed per spec | __P | __F | |
| 27. Ref piping sized per manuf recommendations | __P | __F | |
| 28. Ref piping supported and protected per spec | __P | __F | |
| 29. Penetrations properly sealed & dampened for sound | __P | __F | |
| 30. Suction line properly insulated | __P | __F | |

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- 31. All leaks repaired in ref piping P F _____
- 32. Condensate piping made from proper materials P F _____
- 33. Condensate piping terminates outside or at drain P F _____
- 34. Condensate pan & drain installed in attic application P F _____
- 35. Condensate pump per spec P F _____
- 36. Field wiring per codes and manuf recommendations P F _____
- 37. Indoor thermostat located per spec P F _____
- 38. Thermostat has Aux/EM heat indicator P F _____
- 39. Thermostat has manual controls for heat, cool & Emer P F _____
- Fossil Fuel Auxiliary Heat
- 40. ID coil downstream from heat exchanger P F _____
- 41. HP locked out on second stage and emergency heat P F _____

PTCS Duct Sealing:

- 1. Duct Test Protocol P F _____
- 2. Pre-test leaky enough P F _____
- 3. Proper Sealing Mtrls P F _____
- 4. Take offs & slip joints P F _____
- 5. Flex ducts strapped P F _____
- 6. Accessible joints sealed P F _____
- 7. MH crossover sealed P F _____
- 8. Registers Sealed P F _____
- 9. Insulation Repair P F _____
- 10. Leakage Reduction P F _____
- 11. CAZ Testing P F _____
- 12. CO Detector P F _____

PTCS Heat Pump Commissioning and Controls:

- 1. Commissioning Form is complete P F _____
- 2. Air flow verified with Tru-Flow test P F _____
- 3. Refrigeration charge info complete P F _____
- 4. Low ambient lock out set properly P F _____
- 5. No resistance in stage 1 heating P F _____
- 6. Aux heat controlled @>35 deg ambient P F _____

Ductless Heat Pump:

- 1. Split DHP installed in Main living area P F _____
- 2. Replaced zonal resistance electric sys P F _____
- 3. Inverter driven system P F _____
- 4. Condensate drained correctly P F _____
- 5. ID & OD units level and stable P F _____
- 6. Line set insulated and protected P F _____

Inspector signature _____ P F Date Approved _____