

Ductless (Mini-Split) Heat Pump Systems Check List

PROJECT INFORMATION				
Property Address				
Hot Water System Brief Description				
Heat Pump Manufacturer				
Heat Pump Model Number				
Manufacturer SEER Rating				
Manufacturer HSPF Rating				
Number of Outdoor Condenser Units				
Outdoor Condenser Capacity				
Number of Indoor Evaporator Units				
Longest Refrigerant Line Length				
Refrigerant Type and Charge?				
Other Heating/Cooling Systems in Home	<input type="checkbox"/> None <input type="checkbox"/> Central Forced Air <input type="checkbox"/> Window AC Units <input type="checkbox"/> Other _____			
Inspector				
Inspection Date				
Inspection Checklist				
Yes	No	N/A	General	Note
			Ductless Mini-Split Heat Pump System is installed per work order / invoice	
			Local inspection(s) have been passed: Permit # _____ Date _____	
Yes	No	N/A	Health and Safety	Note
			Electrical service is protected and secure per code	
			Electrical disconnect is in off position prior to and during installation	
			Refrigerant lines have been tested for leaks prior to charging system with refrigerant per manufacture's recommendations and/or code	
			Air filter is present and clean	
			Indoor and Outdoor units are accessible for service without undue effort and air flow is free of obstruction	
Yes	No	N/A	Installation	Note
			Indoor unit(s) intake and discharge is free of obstructions and mounted with manufacturer's clearance recommendations on all sides of unit	
			Outdoor unit(s) intake and discharge is free of obstructions and mounted with manufacturer's clearance recommendations on all sides of unit	
			Outdoor unit(s) is mounted level on suspended bracket, concrete pad on grade, or on roof	
			Condensate line is functional and connected to drain or working pump	

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			Oil traps on refrigerant lines are located per manufacturer's recommendations	
			Refrigerant lines are sufficiently insulated per manufacturer's recommendation or local code	
Yes	No	N/A	Performance	Note
			Refrigerant charge matches manufacturer's recommendation for refrigerant pipe length	
			Outdoor unit capacity is sufficient for peak operating loads of indoor units	
			Air flow is unrestricted to and around all units	
			Confirm heating and in cooling mode temperature setpoints and operation	
Yes	No	N/A	Occupant education	Note
			Equipment user manual has been provided to the owner	
			Occupant has been trained on various modes of operation	
			Occupant has been briefed on reasonable expectations for the product, and importance of energy conservation as related to the product.	
			Occupant has a schedule for checking/changing the air filter	
			Occupant knows who to contact in case of emergency	

Last updated 8/23/2011