



Desk Inspection Checklist for Residential HVAC

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Content

1. HVAC Program



Desk Inspection Checklist for Residential HVAC

Installation :

Installation Type:

- Select the type of Installation.
- Include clear document of AHRI Certificate.
- Attach installed new condenser wide angle photos.
- Attach new unit name plate.

Pre-existing Equipment Inventory:

- Enter the type of condenser unit being replaced with its operational status and the year on the name plate – (If plate is not legible enter “Unknown” in EEPM)
- Include image of existing unit name plate – (Legible or not legible).
- If the replaced condenser is Electric Resistance and being replaced with a Heat Pump attach image of the existing electric furnace indicating no Gas Flue.

Photo Upload Location:

Central Heat Pump

1. **Follow number sequence for picture/document uploads,**
2. If the replaced system was “Electric Resistance Furnace” and being replaced with a Heat Pump upload image of “Existing Electric Furnace Showing No Gas Flue”.
3. Upload Image of New condenser unit name plate
4. Upload AHRI certificate for new system
5. Upload the wide-angle image of newly installed condenser.
6. Upload image of Existing unit name plate.
7. Select “Is Uploaded Existing Unit Name Plate Label Legible?” is “YES/NO”.

Upload AHRI certificate *

 No file chosen 4

AHRI Reference # *

Climate Zone

HSPF Level *


EER *

Upload legible image of new unit name plate *

 No file chosen 3

Picture of installed new condenser *


 No file chosen 5

 Wide angle Photo New Condenser

Upload Existing Unit Name Plate Label *

 No file chosen 6

Sq Ft of the Conditioned area served by Retired unit

 Required only if the name plate unit of retired unit is unavailable or not legible

Is Uploaded Existing Unit Name Plate Label Legible? *

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Upload Existing Electric Furnace Showing No Gas Flue

 No file chosen 2

Central Air Conditioner :

1. **Follow number sequence for picture/document uploads**
2. Upload Image of Existing condenser unit name plate – (Legible or not)
3. **Upload New equipment pictures in below sequence**
4. Upload AHRI certificate for new system
5. Upload image of new condenser unit name plate
6. Upload the wide-angle image of newly installed condenser.

Upload AHRI certificate *

 No file chosen 4

AHRI Reference # *

Climate Zone

EER *

Upload legible image of new unit plate *

 No file chosen 5

Picture of installed new condenser *

 No file chosen 6

[Wide angle Photo New Condenser](#)

Type of Unit Replaced *

Is the replaced unit still operational?

Existing Unit Name Plate year

Condenser Brand Name

Upload legible image of existing unit name plate *

 No file chosen 2

Condenser Model #

Mini-Split Heat Pump:

1. **Follow number sequence for picture/document uploads**
2. If the replaced system was “Electric Resistance Furnace” and being replaced with a Heat Pump upload image of “Existing Electric Furnace Showing No Gas Flue”.
3. Upload Image of New condenser unit name plate
4. Upload AHRI certificate for new system
5. Upload the wide-angle image of newly installed condenser.
6. Upload image of Existing unit name plate – (Legible or not).
7. Select “Is Uploaded Existing Unit Name Plate Label Legible?” is “YES/NO”.
8. Select “Unit Installed Type” as **Mini Split HP** or **DC Inverter HP**.

Upload AHRI certificate *

 No file chosen 4

AHRI Reference # *

Climate Zone

Premise Type *

Unit Installed Type *

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Condenser Brand Name *

Upload legible image of new unit name plate *

 No file chosen 3

Picture of installed new condenser *

 No file chosen 5

[Wide angle Photo New Condenser](#)

Upload Existing Unit Name Plate Label *

 No file chosen 6

Sq Ft of the Conditioned area served by Retired unit

[Required only if the name plate unit of retired unit is unavailable or not legible](#)

Is Uploaded Existing Unit Name Plate Label Legible? *

 7

Upload Existing Electric Furnace Showing No Gas Flue

 No file chosen 2




LABEL INFORMATION








- A photo of the existing and new condenser label is required for each site. Please upload a clear photo of the condenser label whether legible or not legible.
- If reporting replacing an electric resistance unit with a heat pump - an option has been added within EEPM to report whether the existing condenser label is legible or not legible.
- If reporting "**label is legible**" the model and serial number will be required for validation. If complete numbers cannot be reported, then the label is not legible. If inspection finds that the label is not legible and is reported legible, the measure will fail inspection and incentives/savings will be lowered.
- If reporting "**label is NOT legible**" the incentives and savings will be lowered.
- Operational requires a completely legible photo of the old condenser label; legible serial and model number required for operational status.
- Photos of packing label, invoice or other photos are not an accepted form of verification. Only photo of the new nameplate of the installed unit can be approved.

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Residential Required Documents and Photos for HVAC

Each Column Contains the Required Documents/Photos Based on Type of Unit Installed/Replaced Whether Operational or Non Operational

	Central Air Conditioner w/ gas furnace - Replacing same type or Mini Split Air Conditioning replacing Central AC	Central or Mini Split Heat Pump Replacing Central Heat Pump	Heat Pump or Mini Split Replacing Central Electric Resistance Units
1	Customer Agreement	Customer Agreement	Customer Agreement
2	Picture of old condenser label/faceplate	Picture of old condenser label/faceplate	Picture of old condenser label/faceplate
			

3	<p>No picture of electric furnace required</p> <p style="text-align: center; font-size: 48px; font-weight: bold;">N/A</p>	<p>No picture of electric furnace required</p> <p style="text-align: center; font-size: 48px; font-weight: bold;">N/A</p>	<p>Picture of old electric furnace (NO FLUE)</p> 
4	<p>AHRI Certificate for new unit</p>	<p>AHRI Certificate for new unit</p>	<p>AHRI Certificate for new unit</p>
5	<p>Picture of new condenser faceplate showing manufacturer, model and serial</p>	<p>Picture of new condenser faceplate showing manufacturer, model and serial</p>	<p>Picture of new condenser faceplate showing manufacturer, model and serial</p>
			
6	<p>Wide picture of new condenser installed</p> 	<p>Wide picture of new condenser installed</p> 	<p>Wide picture of new condenser installed</p> 

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