



# HVAC System Installation Checklist

[LOGO PLACEHOLDER]

## Job Information

Date: \_\_\_\_\_

Technician(s): \_\_\_\_\_

Customer Name: \_\_\_\_\_

Job #: \_\_\_\_\_

### System Type Installed:

- Split System  Package Unit  Heat Pump  Furnace  Mini-Split
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## Pre-Installation Verification

- Correct equipment delivered to jobsite
- Equipment model & serial numbers recorded
- Existing system removed (if applicable)
- Work area protected (drop cloths, floor protection, wall protection)
- Electrical, gas, and refrigerant shut off prior to work
- Permits verified (if required)

## Indoor Unit Installation

- Indoor unit securely mounted
- Unit is level and properly supported
- Proper clearances maintained
- Condensate drain installed, trapped, and tested
- Secondary drain protection installed (if required)
- Filter installed and filter size recorded: \_\_\_\_\_

## Outdoor Unit Installation



- Outdoor unit placed on level pad or stand
- Proper clearances maintained
- Locking caps installed
- Electrical disconnect installed and fused correctly
- Electrical whip installed and secured
- Refrigerant line set properly routed and secured

## Refrigerant & Line Set

- Line set fully insulated
- No visible kinks or damage to lines
- Line set penetration sealed
- System pressure tested
- System evacuated to required micron level
- Refrigerant charged per manufacturer specifications

## Electrical & Controls

- Thermostat installed and programmed
- Thermostat wire protected at outdoor unit
- Low-voltage wiring secured
- High-voltage wiring verified
- Proper breaker/fuse sizing confirmed

## Ductwork & Airflow

- All duct connections sealed with mastic or approved tape
- Supply and return airflow verified
- System balanced (if applicable)
- No visible air leaks

## Startup & Performance Testing

- System cycles properly
- Heating and cooling modes tested
- Safety controls verified

**Record readings below:**

Suction Pressure: \_\_\_\_\_ Discharge Pressure: \_\_\_\_\_

Superheat: \_\_\_\_\_ Subcooling: \_\_\_\_\_



Supply Air Temperature: \_\_\_\_\_ Return Air Temperature: \_\_\_\_\_

Temperature Split: \_\_\_\_\_ Gas Pressure (if applicable): \_\_\_\_\_

## Safety & Code Compliance

- Gas connections leak-checked
- CO levels checked (if gas appliance)
- Carbon monoxide detectors present in home
- Proper venting verified
- Local code requirements met

## Final Installation Details

- All panels and doors secured
- All screws and fasteners installed
- Burners verified operational (photo taken if applicable)
- Company sticker applied to furnace
- Company badge applied to condenser
- Manufacturer literature left on site

## Installer Sign-Off

I confirm the information above is accurate and complete.

**Installer Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_