

HVAC Installation Checklist

Enter Inspection Date: _____

Purpose Of This Checklist?

"This checklist serves technicians who need to replace and install new equipment. The HVAC installation checklist streamlines the process, ensuring that each step is followed correctly. This not only saves time but also improves the overall quality and reliability of the installations."

Task	Details	Completed (Yes/No)	Remarks
Pre-Installation :			
Site Inspection	Inspect the site/space for any potential issues.		
Tools & Equipment Check	Ensure all the necessary tools are available.		
Safety Precautions	Follow all the safety protocols.		
Installation:			
System Setup	Setup the system as per the manufacturer's guidelines.		
Component Installation	Install components systematically.		
Wiring & Connections	Ensure all connections are secure.		
Post Installation:			
System Testing	Test the system for proper operation.		
Customer Walkthrough	Explain the system operation to the customer.		
Documentation and Reporting	Complete all necessary documentation.		

Customer Communication

- | | |
|---|---|
| <input type="checkbox"/> Walkthrough Of Unit & Features | <input type="checkbox"/> Maintenance Agreement |
| <input type="checkbox"/> Thermostat Settings | <input type="checkbox"/> Review Request (if any) |
| <input type="checkbox"/> Warrenty Information | <input type="checkbox"/> Customer Satisfied With The Work |

Technician Name: _____

Customer Name: _____

Technician Signature: _____

Customer Signature: _____

Date: _____

Date: _____