

## Ground Source Heat Pump Installation Quality Assurance Checklist

In order for a residential heat pump system in Concord to be eligible for a rebate, installers must be prepared to attest on a post-installation QA form (<https://cmlp.jotform.com/build/233505013419144>) that the following industry best practices have been followed. Please ensure that these standards are met during installation:

- If you decommissioned an existing system containing refrigerant, was the refrigerant safely recovered per EPA guidelines?
- Were the line set(s) pressure tested using dry nitrogen and evacuated with vacuum pump per manufacturer's instructions? CMLP strongly urges you to follow the attached ASHRAE recommendations for preventing refrigerant leaks during the installation.
- Is the condensate line(s) sloped downhill and away from crawlspaces, walkways, and other outdoor equipment?
- Is all new ductwork sealed and insulated to a minimum of R-8?
- Are all applicable breakers clearly labeled on the electrical panel?
- If thermostats are used, are they on interior walls, away from direct sunlight, appliances, or drafts?
- Has the customer been shown how to correctly use the thermostat/remote control?