

Job / address: _____

Installer: _____

Date: _____

Program: _____

Before Installation — Required Photos

	Shot	Photo #
Existing boiler/furnace — full unit, front view	☐	_____
Existing boiler/furnace — nameplate close-up	☐	_____
Existing boiler/furnace — fuel connection	☐	_____
Existing boiler/furnace — flue/exhaust connection	☐	_____
Fuel storage — oil tank location (if oil)	☐	_____
Existing thermostat(s)	☐	_____
Electrical panel — full view, door open	☐	_____
Electrical panel — close-up of available breaker spaces	☐	_____
Proposed location for each outdoor unit	☐	_____
Proposed location for each indoor unit	☐	_____
Attic or crawl space (if relevant to duct access or insulation)	☐	_____
Overall exterior of home — front and side	☐	_____
Overall interior of main living area	☐	_____

After Installation — Required Photos

	Shot	Photo #
Each outdoor unit — front view, full unit visible	☐	_____
Each outdoor unit — nameplate close-up	☐	_____
Each outdoor unit — refrigerant line connections	☐	_____
Each outdoor unit — electrical disconnect box	☐	_____
Each indoor unit — full view, mounted on wall	☐	_____
Each indoor unit — nameplate close-up	☐	_____
Each indoor unit — refrigerant line set at wall penetration	☐	_____
Electrical panel — after new circuits added	☐	_____
New thermostat(s) or control panel — installed and operational	☐	_____
Line set routing — full run visible	☐	_____
Wall penetration seal (exterior)	☐	_____
DECOMMISSIONED SYSTEM — removed unit (outside or in staging area)	☐	_____
DECOMMISSIONED — capped or sealed fuel line	☐	_____
DECOMMISSIONED — removed oil tank (if applicable)	☐	_____
DECOMMISSIONED — sealed flue/chimney connection	☐	_____
System test in operation — remote/thermostat calling for heat	☐	_____
Overall exterior — post-install	☐	_____
Overall interior — post-install	☐	_____
Customer walkthrough — customer present near system	☐	_____
Home Layout	☐	_____