

Air Conditioner/Heat Pump Pre-Inspection Checklist and Start Up Affidavit

Factory Assembled Structures
PO Box 44430
Olympia WA 98504-4430

This checklist may not include all requirements for your particular installation. The manufacturer's installation instructions must be adhered to and available to the inspector at the time of the inspection. Be sure you can answer "yes" to all of the requirements before calling for an inspection. Failure of the inspection will require a re-inspection and additional fee.

Reference to the National Electrical Code (NEC) refers to the 2005 edition. Unless otherwise specified in code, the manufacturer installation instructions must be followed.

Requirement	Reference	Compliance
Alteration Permit purchased and insignia issued.	WAC 296-150M-0309	<input type="checkbox"/> Yes <input type="checkbox"/> No
Liquid and suction lines are not subject to damage.	Manufacturer's Specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No
Condensate drain trap installed if the coil is mounted into return air side of the furnace. The exit line to the outside of skirting grades at ¼ inch per foot instruction and not terminating in crawl space access. Condensate pumps may be used if installed and disposes in an approved area.	WAC 296-150M-0610 Manufacturer's Specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No
Outdoor heating/cooling unit is set level on an adequate base and clearance to other objects are maintained per the listing.	Manufacturer's Specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No
A disconnecting means shall be located in sight from the appliance. A HACR breaker in a panel installed on the outside of the home will suffice, if in sight of outside the outdoor unit.	NEC 430-120 NEC 550-20	<input type="checkbox"/> Yes <input type="checkbox"/> No
Connection from the exterior disconnected to the condenser shall be either by: <ol style="list-style-type: none"> 1. Liquid-tight flexible metal conduit. 2. Liquid-tight flexible nonmetallic conduit when listed and marked as suitable for the purpose. 3. Rigid metal conduit or intermediate metal conduit with conductors suitable for wet locations. 	NEC Art 350	<input type="checkbox"/> Yes <input type="checkbox"/> No
Under floor either 1 or 2 shall protect wiring. <ol style="list-style-type: none"> 1. Rigid metal conduit per article 344 or intermediate metal conduit per article 342. 2. Electrical metallic tubing per article 358 or rigid non-metallic conduit per article 352 <i>when</i> closely routed against the frame. 	3280.808(K) NEC 550-14(H)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Time-delay fuses or HARC rated circuit breakers must be installed in disconnect. They must be sized to the over current protection given on the nameplate of the appliance.	NEC 440-52	<input type="checkbox"/> Yes <input type="checkbox"/> No

Requirement	Reference	Compliance
Rodent barrier openings closed permanently, with approved materials.	3280-307(D)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Disconnects shall be secured to a mobile home structural member (not on skirting) and has 30" x 30" clearance in front of disconnect.	3280-808(N) 3280.804(F) WAC 296-150M-0410	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fuses, breakers, and disconnects sized and wire size per listed at disconnect.	NEC 440-12	<input type="checkbox"/> Yes <input type="checkbox"/> No
Route and secure thermostat wire, protect from physical damage.	NEC 720.11 Manufacturer's Specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No
Blower motor is tested at the time of installation to provide adequate CFM as required by the manufacturer of the air conditioner or heat pump.	Manufacturer's Specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No
The new circuit shall be added to the panel board circuit directory.	NEC 110-22 NEC 408	<input type="checkbox"/> Yes <input type="checkbox"/> No
Floor, wall, and ceiling openings in furnace compartment to be tight fitted or fire stopped.	3280.206(C)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location of thermostat: 3 feet from compartment door and not on exterior wall or furnace compartment wall and per manufacturer's specifications.	3280-707(E)	<input type="checkbox"/> Yes <input type="checkbox"/> No
All equipment is installed as per manufacturer's specifications.	3250.714(A)(4)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No
All heat pumps installed under this section shall include the capability to lock out the supplementary heat based on outdoor temperature. This control shall have a maximum setting of 40°F. At final inspection, the lock out control shall be set to 35°F or less or the equipment's designed balance point.	WAC 51-11 503.8.3.5	<input type="checkbox"/> Yes <input type="checkbox"/> No
Installation, operating instructions, equipment startup affidavit, and ARI certificate are to be present.	3280.709(A)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Furnace and coil secured.	3280.709(A)	<input type="checkbox"/> Yes <input type="checkbox"/> No
All appliances shall be accessible and removable for inspection, service, repair, or replacement.	3280.709(A)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Air return shall not be less 2 sq. inches for each 1,000 BTU input rating of appliance and not less than required by the listing.	3280.715(B)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No

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HVAC Installations:

The blower motor of a furnace and/or air handler must be tested at the time of installation to verify adequate cubic feet per minute of air flow as required by the manufacturer (see [WAC 296-150M-0306](#) for additional information). Documentation of the blower motor test (this completed form) must be on-site for the inspector at the time of inspection.

General Information

Date of Start Up	
Contractor	Installer(s)

Equipment Information

Furnace/Air Handler Equipment Manufacturer	Indoor Coil Equipment Manufacturer
Indoor Coil Model Number	Indoor Coil Serial Number
Air Conditioner/Heat Pump Condenser Equipment Manufacturer	
Model Number	Serial Number

Calculations

Supply Static Pressure	Return Static Pressure
Delta T at Indoor Coil	Outdoor Ambient Temperature
Calculated Air Flow	Calculation Method <input type="checkbox"/> Delta T <input type="checkbox"/> Plate Test <input type="checkbox"/> Other: _____
Suction PSI	Suction Temperature
Liquid PSI	Liquid Temperature
Voltage During Standby	Voltage During Operation
Lockout Equipment Type	Lockout Temperature
Startup Performed In <input type="checkbox"/> Heating Mode <input type="checkbox"/> Cooling Mode	

Heat Pump Only

Defrost Test