

# Home Energy Conservation Program Heat Pump Initial Audit Form

Client Name: \_\_\_\_\_ Client/Job Application ID: \_\_\_\_\_  
Client Address: \_\_\_\_\_ Auditor: \_\_\_\_\_  
County: \_\_\_\_\_ Date: \_\_\_\_\_

EMERGENCY  FOLLOW UP NEEDED

## INDOOR

Manufacturer of Heat Pump: \_\_\_\_\_

Model of Heat Pump: \_\_\_\_\_

Serial # of Heat Pump: \_\_\_\_\_

Furnace Type:  Upflow  Downflow  Horizontal Left  Horizontal Right

Aux. Drain Pan:  Yes  No  Contractor Replace  Contractor Add

Kinks in Piping:  Yes  No  Contractor Repair

Insulated Vapor Pipe:  Yes  No  Contractor Add Insulation

Condensate Line Trapped:  Yes  No  Contractor Repair

Describe Line Configuration and Termination \_\_\_\_\_

CFM= \_\_\_\_\_ Formula: \_\_\_\_\_ volts x \_\_\_\_\_ amps = \_\_\_\_\_ watts x 3.413 = \_\_\_\_\_ BTUH  
Supply \_\_\_\_\_ °F minus Return \_\_\_\_\_ °F = Delta T \_\_\_\_\_ °F x 1.08 = \_\_\_\_\_ I BTUH

## THERMOSTAT

Level and Secure:  Yes  No  Contractor Repair

Anticipator 2<sup>nd</sup> Stage: Measured \_\_\_\_\_ Set At \_\_\_\_\_ Reset \_\_\_\_\_

## DUCTWORK

Leaky:  Yes  No  Contractor Repair

Disconnected:  Yes  No  Contractor Repair

In Unconditioned Space:  Yes  No  Contractor Insulate

Air Filter Condition:  Dirty  Clean  Missing  Contractor Clean  Contractor Replace

Air Filter Size: \_\_\_\_\_

Blower Wheel:  Dirty  Clean  Contractor Clean

Blower Motor:  Direct Drive  Belt Drive  Contractor Change Speed

Oil Cups Facing Up:  Yes  No  Contractor Repair

Fan Centered in Housing:  Yes  No  Contractor Repair

Coil:  Dirty  Clean  Contractor Clean

## OUTDOOR

Manufacturer of Heat Pump: \_\_\_\_\_

Model of Heat Pump: \_\_\_\_\_

Serial # of Heat Pump: \_\_\_\_\_

Elevated Above Snow Line:  Yes  No  Contractor Repair

Unit Level:  Yes  No  Contractor Repair

Insulated Vapor Pipe:  Yes  No  Contractor Insulate

Refrigerant Leaks:  Yes  No  Contractor Repair

Refrigerant Charge Checked in What Mode:  Heating  Cooling

Refrigerant Charge Changed:  Yes  No

\_\_\_\_\_ PSIG Suction \_\_\_\_\_ PSIG Discharge \_\_\_\_\_ OAT \_\_\_\_\_ RAT