

Business Name _____	Service Completion Date _____
Service Address _____ Bldg. _____	Customer Contact _____
City _____ State _____ ZIP _____	Customer Phone _____

Unit Tag #									Unit Details		
Manufacturer									Refrigerant Type		
Model #									Compressor Type		
Serial #									Cooling Tons		
Electrical (* if applicable)					Unit Heating (* if applicable)						
FLA Design									* Total Heater kW		
Unit Amps, Measured	L1	L2	L3		* Return Air Temperature						
Unit Volts, *Phase to Phase	L1-L2	L1-L3		L2-L3	* Temperature Rise						
Amps, Condenser Fans	Fan 1	Fan 2	Fan 3	Fan 4	* Heating Amps Measured						
Meg Compressor Motors									* Number of Stages or SCR		
Meg Supply Fan Motor									* Gas Heat		
* Meg Return Fan Motor											
Refrigeration	Circuit 1		Circuit 2		Circuit 3		Circuit 4				
Suction Pressure	Pre	Post	Pre	Post	Pre	Post	Pre	Post			
Suction Temperature	Pre	Post	Pre	Post	Pre	Post	Pre	Post			
Superheat	Pre	Post	Pre	Post	Pre	Post	Pre	Post			
Discharge Pressure	Pre	Post	Pre	Post	Pre	Post	Pre	Post			
Discharge Temperature	Pre	Post	Pre	Post	Pre	Post	Pre	Post			
Subcooling	Pre	Post	Pre	Post	Pre	Post	Pre	Post			
Controls (* if applicable)					Fans						
Calibration of Sensors									Belts Tight/Changed		
Review Diagnostics									Bearings Lubricated		
Alarms Investigated									Wheels/Blades Cleaned		
Operating Schedule Check											
* VFDs in Auto											
* Dampers Cycled Open and Closed											
Cabinet											
Exterior Condensation Observed											
Filter Qty./Size/MERV											
Filter Delta-P Clean											
Door/Panel Air Leaks											
Damper Seals Checked											
Fixed Dampers Set To Design											
Supply Duct Static Pressure	Pre				Post						
All Air Infiltration Repaired											
Evaporator and Cooling Coils											
Cooling Coils Cleaned With Solution											
Condenser Coils Cleaned											
Drain Pan/Traps Cleaned											
Pressure Drop Across Evaporator Coil	Pre				Post						

Additional Features (* if applicable)	Pressure Drop	°FDB / °FWB Supply inlet	°FDB / °FWB Supply outlet	°FDB / °FWB Exhaust inlet	°FDB / °FWB Exhaust outlet
* Sensible Wheel					
* Enthalpy Wheel					
* Desiccant Wheel					
* ERV Static Cores					
* Heat Pipe					
* Wrap-Around DX Coil					

**Comments: Please list any observances or operational issues with the DX system.**

---



---



---



---



---



---



---



---

The service contractor and customer must follow Duke Energy's requirements stated on the appropriate checklist to receive an incentive rebate. The contractor certifies that the HVAC equipment's maintenance and recommissioning meet standard industry practices and that unit has been calibrated, tested and is leak free.

Technician's Name (print)	Technician's Signature	Date
Service Company Name	Address	Phone

**Duke Energy Use Only: I attest that all required documentation has been completed and the HVAC unit has passed inspection.**

DE Account Number	DE Inspector (print if applicable)	DE Inspector Signature (if applicable)	Date
DE Account Number	DE Assessor (print)	DE Assessor Signature	Date