Offline Field Report Checklist

HVAC System Replacement

Required Images and Document(s) – Please upload the specified document(s) to the Accela record and photograph the following images using the VuSpex App:

- ☐ AHRI certificate, uploaded in Accela.
- ☐ Front elevation of home.

Condensing Unit with surrounding clearance(s):

- ☐ Manufacturer's data plate.
- ☐ Anchors and attachments.
- ☐ Condenser pad.
- ☐ Level, placed on condenser.
- ☐ Refrigerant locking caps.
- ☐ Line set cover and rodent proofing (if applicable).
- ☐ Disconnect panel without cover (image of wiring type and size).
- ☐ Permanent label, if multiple systems are present.

Air Handling Unit with adjacent supports:

- ☐ Service access and clearances.
- ☐ Manufacturer's data plate.
- ☐ Heat strip data plate.
- ☐ Air filter placement and access.

- ☐ Auxiliary drain pan (if applicable).
- ☐ Condensate drain:
- ☐ Maintenance access, p-trap, and termination.
- ☐ Auxiliary drain and/or float switches (if applicable).
- ☐ Condensate pump with related items (if applicable).
- ☐ Starter collar(s) along with their mechanical attachments to the ductwork.
- ☐ Duct modifications at appliance (if applicable).
- ☐ Permanent label, if multiple systems are present.

Electrical Panel and Sub Panel:

- ☐ Breaker size and labels.
- ☐ Wiring type and size, serving the replaced units.

**Once the photos listed have been submitted via the VuSpex app, the desired inspection is automatically scheduled for the following business day.