

ACCA Quality HVAC Installation Checklist

Project and System Information

CUSTOMER NAME	INSTALLATION DATE	WORK ORDER #
SERVICE ADDRESS		
CONTRACTOR NAME	LICENSE NO.	
INSTALLING TECHNICIAN	SYSTEM TYPE	CAPACITY (TONS)
EQUIPMENT MAKE AND MODEL	SERIAL NUMBER	

Equipment Sizing Verification (per ACCA Manual J)

Manual J load calculation performed for this structure

CALCULATED COOLING LOAD (BTU/HR)	CALCULATED HEATING LOAD (BTU/HR)

Selected equipment within ACCA QI sizing tolerance

Equipment efficiency meets or exceeds local code requirements

COOLING SEER / SEER2	HEATING HSPF / HSPF2 OR AFUE

Duct System (per ACCA Manual D)

Manual D duct design performed or existing duct system measured

All ducts sealed with mastic or UL 181-listed tape

All ducts insulated to local code minimum (R-6 or R-8 typical)

Total external static pressure: in. w.c. actual in. w.c. max

No flex duct with excessive sag or bends tighter than 1x diameter

Supply and return grilles correctly sized -- no undersized returns

Refrigerant Charge Verification

Refrigerant charge verified by manufacturer-approved method

CHARGE METHOD USED

Suction pressure: psig °F sat.

Discharge pressure: psig °F sat.

Superheat: °F actual °F target

Subcooling: °F actual °F target

No refrigerant over- or undercharge condition present

Airflow Verification (per ACCA Manual S)

Total system airflow: CFM actual CFM required

Airflow within 10% of design (per ACCA QI Standard 5)

Supply delta T: °F actual °F target

All supply registers delivering adequate airflow -- no dead zones

Filter installed, correct size, and accessible for future service

Electrical and Controls

All electrical connections torqued to spec -- no loose terminals

Disconnect properly sized and accessible

Circuit breaker/fuse sized per equipment nameplate (MCA/MOCP)

Thermostat / controls installed, programmed, and verified

System cycles on and off correctly in all modes

Customer Walkthrough and Sign-Off

- Customer instructed on thermostat operation and scheduling
- Customer shown filter location and given replacement schedule
- Customer provided equipment manuals and warranty documentation
- ACCA QI verification documentation completed and provided

Additional notes or deficiencies

TECHNICIAN SIGNATURE

DATE

CUSTOMER SIGNATURE