



# CheckMe!® Oregon Heat Pump/AC Data Entry Form

**CALL 1-(877)-243-2563 Toll Free for Data Entry or Technical Help**

Date: \_\_\_\_\_

**Customer ID#** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Program:** \_\_\_\_\_ **Energy Trust:**  Yes  No **New Install:**  Yes  No

**Contractor:** \_\_\_\_\_ **Tech ID:** \_\_\_\_\_ **AC Info:** Apt/Space # \_\_\_\_\_ AC# \_\_\_\_\_  
**PTCS Tech ID:** PTCS-\_\_\_\_\_  Initial Test  Too Low to Test  Test After Repair

**Customer Information:**  
 Customer Name \_\_\_\_\_  
 Attn: \_\_\_\_\_  
**Property Location:**  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 \_\_\_\_\_ **Mail-To (if different):**  
 Customer Name \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Temperatures/Pressures:	Initial Test	Test After Repairs
Condenser Air Entering Temp		
Return Air Wet Bulb Temp		
Return Air Dry Bulb Temp		
Supply Air Dry Bulb Temp		
Suction Line Temp		
Evaporator Saturation Temp		
Condenser Saturation Temp		
Liquid Line Temp		
Suction (low side) Pressure		
Discharge (high side) Pressure		

**TrueFlow Plate(s):**  Single  Multiple  
**Motor:**  ECM  PSC  
**AC Nominal Tons:** \_\_\_\_\_

**Outdoor Unit Info:** Make \_\_\_\_\_  
 Model # \_\_\_\_\_ ARI # \_\_\_\_\_  
 Year Manufactured: \_\_\_\_\_  
 Indoor Coil Model #: \_\_\_\_\_  
 Furnace/Air Handler Model #: \_\_\_\_\_  
 AC Type:  Split  Package Capacity: \_\_\_\_\_ btu/hr

TrueFlow Measurements:	Initial Test	Test After Repairs
Normal Supply Pressure		
Normal Return Pressure		
TrueFlow Test Supply Pressure		
TrueFlow Plate Number	14 20	14 20
TrueFlow Plate Pressure		
TrueFlow Plate Measured Airflow		

**Test Information:**  
 Minutes AC running: Before Initial Test \_\_\_\_\_  
 Since Repairs Made \_\_\_\_\_  
 Refrigerant Type:  R-22  R-410a  
 TrueFlow Meter:  Yes  No

High Side Port:  Yes  No  
 Charge Test  Superheat (non-TXV)  
 Method:  Sub-cooling (TXV)  
 Lennox Approach  
 Target Sub-cooling/Approach \_\_\_\_\_

**Oregon Tax Credit Information:**  
 Utility Co.: \_\_\_\_\_ County: \_\_\_\_\_  
 "Box" Cost: \$ \_\_\_\_\_ CheckMe! Service Cost: \$ \_\_\_\_\_  
 Service Class:  Heat Pump w/ electric strip heat  
 Heat Pump w/gas backup  Furnace w/ Air Conditioner  
 Did you install an Outdoor Lockout Thermostat (ODT):  
 Yes  No Set Point (°F): \_\_\_\_\_  
 Is there an existing ODT present:  Yes  No  
 Did you adjust an existing ODT:  Yes  No  
 Set Point (°F): \_\_\_\_\_

On arrival, was Strip Heat/Furnace wired to Stage 1:  
 Yes  No  
 If yes, did you rewire to Stage 2:  Yes  No  
 If yes, how many kW: \_\_\_\_\_  
 Hard Start Kit:  Yes  No  
 Is compressor set to run at all temps. above 0° F:  Yes  No  
 Is there a discharge air sensor that can bypass the ODT  
 (IF Multi-stage HP, is sensor set at >85°F)?  Yes  No  
**(AC Only)** Is there a manual changeover from heating to cooling  
 or at least a 5° "dead band" between the two:  Yes  No

## INITIAL TEST / TEST AFTER REPAIR RESULTS

**Refrigerant Charge:** (circle one) ▪ Undercharge / Undercharge ▪ Correct / Correct ▪ Overcharge / Overcharge  
**Actual Superheat / Subcooling / Approach** \_\_\_\_\_ / \_\_\_\_\_ **Target Superheat / Subcooling / Approach** \_\_\_\_\_ / \_\_\_\_\_  
**Airflow:** (circle) ▪ Low Airflow / Low Airflow ▪ Correct Airflow / Correct Airflow ▪ Low Temp Drop / Low Temp Drop  
 If Temp. Split Method: **Actual Temperature Drop** \_\_\_\_\_ / \_\_\_\_\_ **Target Temperature Drop** \_\_\_\_\_ / \_\_\_\_\_  
 If TrueFlow Method: **Airflow** (reported by CheckMe!): **Initial** \_\_\_\_\_ cfm/ton **After Repairs** \_\_\_\_\_ cfm/ton

**IF A REPAIR WAS MADE:** **Factory Stamped Refrigerant Charge:** Pounds \_\_\_\_\_ Ounces \_\_\_\_\_  Not Legible  
**Refrigerant Charge Adjustment:** Actual Ounces Added \_\_\_\_\_ Actual Ounces Removed \_\_\_\_\_  
**Airflow Correction:** (check all applicable)  Opened Registers  Cleaned/Replaced Filter  Changed Blower Speed  
 ECM Motor Installed  Cleaned Blower  Cleaned Evaporator Coil  Modified Ducts