



CheckMe!® Oregon Heat Pump Winter Protocol

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 (_____) _____ - _____

Weigh-In Information:	Standard	Actual
Line Set Length (ft)		
Liquid Line Diameter (in)		
Suction Line Diameter (in)		
Recommended Refrigerant Adjustment	Ounces	
Add		
Remove		

TrueFlow Plate(s): Single Multiple
Motor: ECM PSC
AC Nominal Tons: _____

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				

Heat Pump Capacity Check:	Initial Test	Test After Repairs
Outside Air Entering Coil Temp		
Return Air Dry Bulb Temp		
Supply Air Dry Bulb Temp		

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

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
 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

INITIAL TEST / TEST AFTER REPAIR RESULTS

Capacity: (circle one) • Low / Low • OK / OK
Measured Temperature Split _____ / _____ **Minimum Temperature Split** _____ / _____
Airflow: (circle) • Low Airflow / Low Airflow • Correct Airflow / Correct Airflow • High Airflow / High Airflow
 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