**CheckMe!® Oregon Heat Pump Winter Protocol**

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

**Date:** 

<table>
<thead>
<tr>
<th>Customer ID#</th>
<th>Zip</th>
<th>Program:</th>
<th>Energy Trust:</th>
<th>New Install:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractor:</th>
<th>Tech ID:</th>
<th>AC Info:</th>
<th>AC#:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Apt/Space #</td>
<td>AC#</td>
</tr>
</tbody>
</table>

**Initial Test / Test After Repair Results**

**Capacity:** (circle one)  
- Low / Low  
- OK / OK

**Measured Temperature Split**  
- Normal Supply Pressure  
- Normal Return Pressure  
- TrueFlow Test Supply Pressure  
- TrueFlow Test Plate Pressure  
- TrueFlow Test Plate Measured Airflow

**Heat Pump Capacity Check:**  
- Outside Air Entering Coil Temp  
- Return Air Dry Bulb Temp  
- Supply Air Dry Bulb Temp

**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:**  
- Yes  
- No

**IF A REPAIR WAS MADE:**  
- Refrigerant Charge: Pounds

**Refrigerant Charge Adjustment:**  
- Actual Ounces Added
- Actual Ounces Removed

**Airflow Correction:**  
- ECM Motor Installed  
- Opened Registers  
- Cleaned/Replacing Filter  
- Changed Blower Speed  
- Cleaned Blower  
- Cleaned Evaporator Coil  
- Modified Ducts

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**Weigh-In Information:**  
- Line Set Length (ft)  
- Liquid Line Diameter (in)  
- Suction Line Diameter (in)  
- Recommended Refrigerant Adjustment

**Recommended Refrigerant Adjustment:**  
- Ounces  
- Add  
- Remove

**TrueFlow Plate(s):**  
- Single  
- Multiple

**Motor:**  
- ECM  
- PSC

**AC Nominal Tons:**

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**Footer:**

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