



Eugene Water & Electric Board

4200 Roosevelt Blvd.
Eugene, OR 97402-6520
541-685-7000
www.eweb.org

**Ducted Heat Pump Program
Completion Form**

Address: _____ Customer Name _____

The Ducted Heat Pump system described below has been installed at the above address, is complete, and meets all requirements of EWEB's Ducted Heat Pump Program. As the installing contractor, I have reviewed the system checklist for full program compliance. In addition, I have provided the customer with the operation/instruction manual and a system usage walk-through. I, the undersigned, certify that this information is true and correct.

Signature (please type in your name for electronic signatures)

Company Name

Printed Name (Not necessary if signing electronically)

Date

System Information:

Heat Pump Manufacturer: _____

Heat Pump Model #: _____ Heat Pump Serial #: _____

AHU Model #: _____ AHU Serial #: _____

Thermostat Manufacturer: _____ Thermostat Model #: _____

Tstat setting for Auxiliary Heat lockout (deg F): _____ (must be no higher than 35 deg F)

Duct Information:

Were pre-existing ducts used for this installation? Yes No

If Yes, was there evidence of duct leakage? I don't know Yes No

If Yes, please describe evidence of duct leakage, such as visual observations or test results. If ducts were tested, please provide duct leakage to exterior test results (CFM50), and if supply-side only test was used.

Was the duct system sealed as part of this installation? Yes No

If Yes, did the duct seal meet specifications? Yes No

If Yes, the duct sealing may qualify for an additional EWEB rebate. Please also provide a completed duct sealing data collection tool, found here:

<https://eweb.org/documents/energy-efficiency/prescriptive-duct-sealing-data-collection-tool.pdf>