

AIR TO WATER HEAT PUMP COMMISSIONING CHECKLIST

This Commissioning Checklist is to be completed in full by the competent person who commissioned the heat pump and associated equipment as a means of demonstrating compliance with the appropriate Building Regulations and then handed to the customer to keep for future reference.

Failure to install and commission this equipment to the manufacturer's instructions may invalidate the warranty but does not affect statutory rights.

| | | | | | | | | | | |
|--|--|--|--|--|---------------------------------------|-----------------|--|----------------|--|--------|
| Customer name: | | | | | Telephone number: | | | | | |
| Address: | | | | | | | | | | |
| Heat Pump Make and Model | | | | | | | | | | |
| Heat Pump Serial Number | | | | | | | | | | |
| Commissioned by (PRINT NAME): | | | | | Certified Operative Reg. No. [1] | | | | | |
| Company name: | | | | | Telephone number: | | | | | |
| Company address: | | | | | | | | | | |
| | | | | | Commissioning date: | | | | | |
| Building Regulations Notification Number (if applicable) [2] | | | | | | | | | | |
| CONTROLS - SYSTEM AND HEAT PUMP (tick the appropriate boxes) | | | | | | | | | | |
| Time and temperature control to heating | | Room thermostat and programmer/timer | | | Programmable Roomstat | | | | | |
| | | Load/weather compensation | | | Optimum start control | | | | | |
| Time and temperature control to hot water | | Cylinder thermostat and programmer/timer | | | Combined with Heat pump main controls | | | | | |
| Heating zone valves (including underfloor loops) | | Fitted | | | Not required | | | | | |
| Hot water zone valves | | Fitted | | | Not required | | | | | |
| Thermostatic radiator valves | | Fitted | | | Not required | | | | | |
| Heat Pump Safety Interlock [3] | | Built In | | | Provided | | | | | |
| Outdoor Sensor | | Fitted | | | Not required | | | | | |
| Automatic bypass to system | | Fitted | | | Not required | | | | | |
| Buffer Vessel Fitted | | Yes | | No | | If YES | | Volume: Litres | | |
| ALL SYSTEMS | | | | | | | | | | |
| The heating system has been filled and pressure tested | | | | | | | | Yes | | |
| Expansion vessel for heating is sized, fitted & charged in accordance with manufacturer's instructions | | | | | | | | Yes | | |
| The heat pump is fitted on a solid/stable surface capable of taking its weight | | | | | | | | Yes | | |
| The system has been flushed and cleaned in accordance with BS7593 and heat pump manufacturer's instructions | | | | | | | | Yes | | |
| What system cleaner was used? | | | | | | | | | | |
| What inhibitor was used? | | | | | | | | Quantity | | litres |
| Is the system adequately frost protected? | | | | | | | | Yes | | |
| OUTDOOR UNIT | | | | | | | | | | |
| Are all external pipeworks insulated? | | | | | | | | Yes | | |
| Is the fan free from obstacles and operational? | | | | | | | | Yes | | |
| Has suitable consideration been made for waste water discharge? | | | | | | | | Yes | | |
| CENTRAL HEATING MODE | | | | | | | | | | |
| Heating Flow Temperature | | °C | | | Heating Return Temperature | | | °C | | |
| DOMESTIC HOT WATER MODE Measure and Record: | | | | | | | | | | |
| Is the heat pump connected to a hot water cylinder? | | Unvented | | Vented | | Thermal Store | | Not Connected | | |
| Hot water has been checked at all outlets | | Yes | | Have Thermostatic Blending Valves been fitted? | | Yes | | Not required | | |
| ADDITIONAL SYSTEM INFORMATION | | | | | | | | | | |
| Additional heat sources connected: | | Gas Boiler | | Oil Boiler | | Electric Heater | | Solar Thermal | | Other: |
| ALL INSTALLATIONS | | | | | | | | | | |
| The heating, hot water and ventilation systems complies with the appropriate Building Regulations | | | | | | | | Yes | | |
| All electrical work complies with the appropriate Regulations | | | | | | | | Yes | | |
| The heat pump and associated products have been installed and commissioned in accordance with the manufacturer's instructions | | | | | | | | Yes | | |
| The operation of the heat pump and system controls have been demonstrated to the customer | | | | | | | | Yes | | |
| The manufacturer's literature, including Benchmark Checklist and Service Record, has been explained and left with the customer | | | | | | | | Yes | | |
| Commissioning Engineer's Signature | | | | | | | | | | |
| Customer's Signature | | | | | | | | | | |
| (To confirm satisfactory demonstration and receipt of manufacturer's literature) | | | | | | | | | | |

Notes: [1] Installers should be members of an appropriate Competent Persons Scheme. [2] All installations in England and Wales must be notified to Local Area Building Control (LABC) either directly or through a Competent Persons Scheme. A Building Regulations Compliance Certificate will then be issued to the customer. [3] May be required for systems covered by G3 Regulations



SERVICE RECORD

It is recommended that your heating system is serviced regularly and that the appropriate Service Interval Record is completed.

Service Provider

Before completing the appropriate Service Record below, please ensure you have carried out the service as described in the manufacturer's instructions. Always use the manufacturer's specified spare part when replacing controls.

| | | | | | |
|-------------------|--|------------------|-------------------|------------------|-------|
| SERVICE 01 | | Date: | SERVICE 02 | | Date: |
| Engineer name: | | Engineer name: | | Engineer name: | |
| Company name: | | Company name: | | Company name: | |
| Telephone No: | | Telephone No: | | Telephone No: | |
| Operative ID No: | | Operative ID No: | | Operative ID No: | |
| Comments: | | Comments: | | Comments: | |
| | | | | | |
| | | | | | |
| | | | | | |
| Signature | | Signature | | Signature | |
| SERVICE 03 | | Date: | SERVICE 04 | | Date: |
| Engineer name: | | Engineer name: | | Engineer name: | |
| Company name: | | Company name: | | Company name: | |
| Telephone No: | | Telephone No: | | Telephone No: | |
| Operative ID No: | | Operative ID No: | | Operative ID No: | |
| Comments: | | Comments: | | Comments: | |
| | | | | | |
| | | | | | |
| | | | | | |
| Signature | | Signature | | Signature | |
| SERVICE 05 | | Date: | SERVICE 06 | | Date: |
| Engineer name: | | Engineer name: | | Engineer name: | |
| Company name: | | Company name: | | Company name: | |
| Telephone No: | | Telephone No: | | Telephone No: | |
| Operative ID No: | | Operative ID No: | | Operative ID No: | |
| Comments: | | Comments: | | Comments: | |
| | | | | | |
| | | | | | |
| | | | | | |
| Signature | | Signature | | Signature | |
| SERVICE 07 | | Date: | SERVICE 08 | | Date: |
| Engineer name: | | Engineer name: | | Engineer name: | |
| Company name: | | Company name: | | Company name: | |
| Telephone No: | | Telephone No: | | Telephone No: | |
| Operative ID No: | | Operative ID No: | | Operative ID No: | |
| Comments: | | Comments: | | Comments: | |
| | | | | | |
| | | | | | |
| | | | | | |
| Signature | | Signature | | Signature | |
| SERVICE 09 | | Date: | SERVICE 10 | | Date: |
| Engineer name: | | Engineer name: | | Engineer name: | |
| Company name: | | Company name: | | Company name: | |
| Telephone No: | | Telephone No: | | Telephone No: | |
| Operative ID No: | | Operative ID No: | | Operative ID No: | |
| Comments: | | Comments: | | Comments: | |
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| Signature | | Signature | | Signature | |