



Offline Field Report Checklist

HVAC System Replacement

Required Images and Document(s) – Please upload the specified document(s) to the Accela record and photograph the following images using the VuSpex App:

- AHRI certificate, uploaded in Accela.
- Front elevation of home.

Condensing Unit with surrounding clearance(s):

- Manufacturer's data plate.
- Anchors and attachments.
- Condenser pad.
- Level, placed on condenser.
- Refrigerant locking caps.
- Line set cover and rodent proofing (if applicable).
- Disconnect panel without cover (image of wiring type and size).
- Permanent label, if multiple systems are present.

Air Handling Unit with adjacent supports:

- Service access and clearances.
- Manufacturer's data plate.
- Heat strip data plate.
- Air filter placement and access.

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- Auxiliary drain pan (if applicable).
- Condensate drain:
- Maintenance access, p-trap, and termination.
- Auxiliary drain and/or float switches (if applicable).
- Condensate pump with related items (if applicable).
- Starter collar(s) along with their mechanical attachments to the ductwork.
- Duct modifications at appliance (if applicable).
- Permanent label, if multiple systems are present.

Electrical Panel and Sub Panel:

- Breaker size and labels.
- Wiring type and size, serving the replaced units.

**Once the photos listed have been submitted via the VuSpex app, the desired inspection is automatically scheduled for the following business day.