Hoosier Comfort Consultants
Smart solutions for better comfort

FIELD SITE SHEET
Return the completed sheet with photos of the data plate, failed part and problem area. Subject: "Site Sheet"

DUCTLESS INSTALLATION & START-UP SHEET

Single-zone and multi-zone mini-split systems | Sheet 1 of 2

JOB INFORMATION

Manufacturer / Brand	System type	Date of visit
☐ ICP ☐ Allied ☐ Other	☐ Single-zone ☐ Multi-zone ☐ Ducted head	

Jobsite name / reference	Application type	Installation date	Start-up date	Failure date

Homeowner / customer name	Jobsite address	City, State, ZIP	Phone

Technician name	Technician phone	Dealer company name	Dealer phone

Distributor company name	Distributor contact / TM	Claim / RA / TSA case #

OUTDOOR UNIT

Outdoor unit model number	Outdoor unit serial number	Nominal capacity (Btuh)	Refrigerant

Factory charge (lb/oz)	Pre-charged line length (ft)	Additional charge per ft (oz)	Additional charge added (oz)	Total system charge (oz)

Mounting	Height above grade / snow line (in)	Service clearances met?	Unit level?	Condensate / defrost drain clear?
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

INDOOR UNITS & LINE SETS

One row per indoor unit; for a single-zone system, fill in Zone A only

ZONE	Room served	Unit type	Model number	Serial number	Capacity (Btuh)	Port / letter
Zone A						
Zone B						
Zone C						
Zone D						
Zone E						
Zone F						
Zone G						
Zone H						

ZONE	Liquid line (in)	Gas line (in)	Line length (ft)	Height diff. (ft)	ID above/below ODU	Flares torqued?	Insulation sealed?
Zone A							
Zone B							
Zone C							
Zone D							
Zone E							
Zone F							
Zone G							
Zone H							

Unit type: wall, floor console, ceiling cassette, slim duct, ceiling suspended. Check the manufacturer's max line length and height limits.

INSTALLATION CHECKS

Nitrogen pressure test (psig)	Test hold time (min)	Pressure held?	Final vacuum (microns)	Decay after 10 min isolated (microns)
		☐ Yes ☐ No		

Flare connections	Torque wrench used?	Leak check method	Wall sleeve / penetration sealed?
	☐ Yes ☐ No		☐ Yes ☐ No

Hoosier Comfort Consultants
Smart solutions for better comfort

FIELD SITE SHEET
Return the completed sheet with photos of the data plate, failed part and problem area. Subject: "Site Sheet"

DUCTLESS INSTALLATION & START-UP SHEET

Single-zone and multi-zone mini-split systems | Sheet 1 of 2

Condensate disposal	Drain pitch / trap OK?	Pump safety switch wired?	Wall bracket level?	Line hide / cover installed?
	☐ Yes ☐ No	☐ Yes ☐ No ☐ N/A	☐ Yes ☐ No	☐ Yes ☐ No

ELECTRICAL

Supply voltage at ODU (Vac)	Breaker / fuse size (A)	Wire gauge (AWG)	Disconnect within sight?	Surge protector installed?
			☐ Yes ☐ No	☐ Yes ☐ No

Interconnect cable	L1 - L2 at indoor (Vac)	S1 - S2 (Vac)	S2 - S3 (DC, should fluctuate)	Ground continuity OK?
				☐ Yes ☐ No

START-UP OPERATING DATA

Run 15+ minutes in test mode or at full demand before taking readings

MODE	Outdoor air F	Suction / low psig	Discharge / high psig	Superheat F	Comp. freq (Hz)	ODU amps	Fan speed / RPM
Cooling							
Heating							

ZONE	Cool: return F	Cool: discharge F	Cool: delta-T F	Heat: return F	Heat: discharge F	Heat: delta-T F	Remote / stat paired?
Zone A							
Zone B							
Zone C							
Zone D							
Zone E							
Zone F							
Zone G							
Zone H							

Typical ductless delta-T: about 18-25F in cooling and 25-40F in heating at high fan. Check the manufacturer's data for the model.

JOB SKETCH

Show the outdoor unit, each indoor head, line-set routing, wall penetrations and condensate path

Sketch (not to scale)

HOMEOWNER HAND-OFF & SIGN-OFF

Remote / controls demo given?	Filter cleaning explained?	Product registered?	Registration / warranty #
☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	

Notes / exceptions

Technician signature	Date	Customer signature	Date

Hoosier Comfort Consultants
Smart solutions for better comfort

FIELD SITE SHEET
Return the completed sheet with photos of the data plate, failed part and problem area. Subject: "Site Sheet"

DUCTLESS SERVICE & TECHNICAL EVALUATION

Inverter mini-split troubleshooting | Sheet 2 of 2

JOB INFORMATION

Manufacturer / Brand	System type	Date of visit
☐ ICP ☐ Allied ☐ Other	☐ Single-zone ☐ Multi-zone ☐ Ducted head	

Jobsite name / reference	Application type	Installation date	Start-up date	Failure date

Homeowner / customer name	Jobsite address	City, State, ZIP	Phone

Technician name	Technician phone	Dealer company name	Dealer phone

Distributor company name	Distributor contact / TM	Claim / RA / TSA case #

Customer complaint / symptom

EQUIPMENT

COMPONENT	Model number	Serial number	Date installed	Software / EEPROM ver.
Outdoor unit				
Indoor unit (affected)				
Wired controller / stat				

FAULT INFORMATION

Error / fault code (indoor display)	Error code (outdoor board LED)	Code history / recent codes	Fault is

Operating mode at failure	Outdoor ambient (F)	Indoor ambient (F)	Power reset clears fault?	Other zones affected?
			☐ Yes ☐ No	☐ Yes ☐ No ☐ N/A

SENSOR (THERMISTOR) CHECKS

Power OFF and sensor unplugged; compare to the manufacturer's resistance chart

SENSOR	Indoor room (T1)	Indoor coil (T2)	Outdoor coil (T3)	Outdoor ambient (T4)	Discharge (T5)	Suction / other
Resistance (k ohms)						
Temp at sensor (F)						
Within spec?						

ELECTRICAL & COMMUNICATION

Supply voltage at ODU (Vac)	L1 - L2 at indoor (Vac)	S1 - S2 (Vac)	S2 - S3 (DC, fluctuating?)	DC bus voltage (VDC)

INVERTER COMPRESSOR	U - V	V - W	U - W	U - Gnd (open)	V - Gnd (open)	W - Gnd (open)
Resistance (ohms)						

IPM / inverter module diode test OK?	Reactor / PFC OK?	Fuses on ODU board OK?	Wiring / terminals tight & dry?
☐ Yes ☐ No ☐ N/T	☐ Yes ☐ No ☐ N/T	☐ Yes ☐ No ☐ N/T	☐ Yes ☐ No

REFRIGERATION & AIRFLOW

Refrigerant	Low side (psig)	High side (psig)	Superheat (F)	Subcooling (F)	Comp. frequency (Hz)	ODU amps

EXV steps / position	EXV coil OK?	Indoor fan speed (RPM)	Outdoor fan speed (RPM)	Indoor coil / blower wheel clean?	Filters clean?
	☐ Yes ☐ No ☐ N/T			☐ Yes ☐ No	☐ Yes ☐ No

Return air (F)	Discharge air (F)	Delta-T (F)	Line set length (ft)	Leak found?	Leak location
				☐ Yes ☐ No	

FINDINGS & SIGN-OFF

Diagnosis / parts replaced / corrective action

Technician signature	Date	Reviewed by	Date