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"

HEAT PUMP & AIR HANDLER

Split heat pump | electric backup heat

JOB INFORMATION

Complete every box. Use N/A if it doesn't apply.

Brand	Reason for visit	Date of visit
ICP Allied Other	Start-up Service Warranty Maint.	

Homeowner / customer	Jobsite address	City, State, ZIP	Phone

Technician	Dealer company	Dealer phone	Installed	Failure date	Claim / RA #

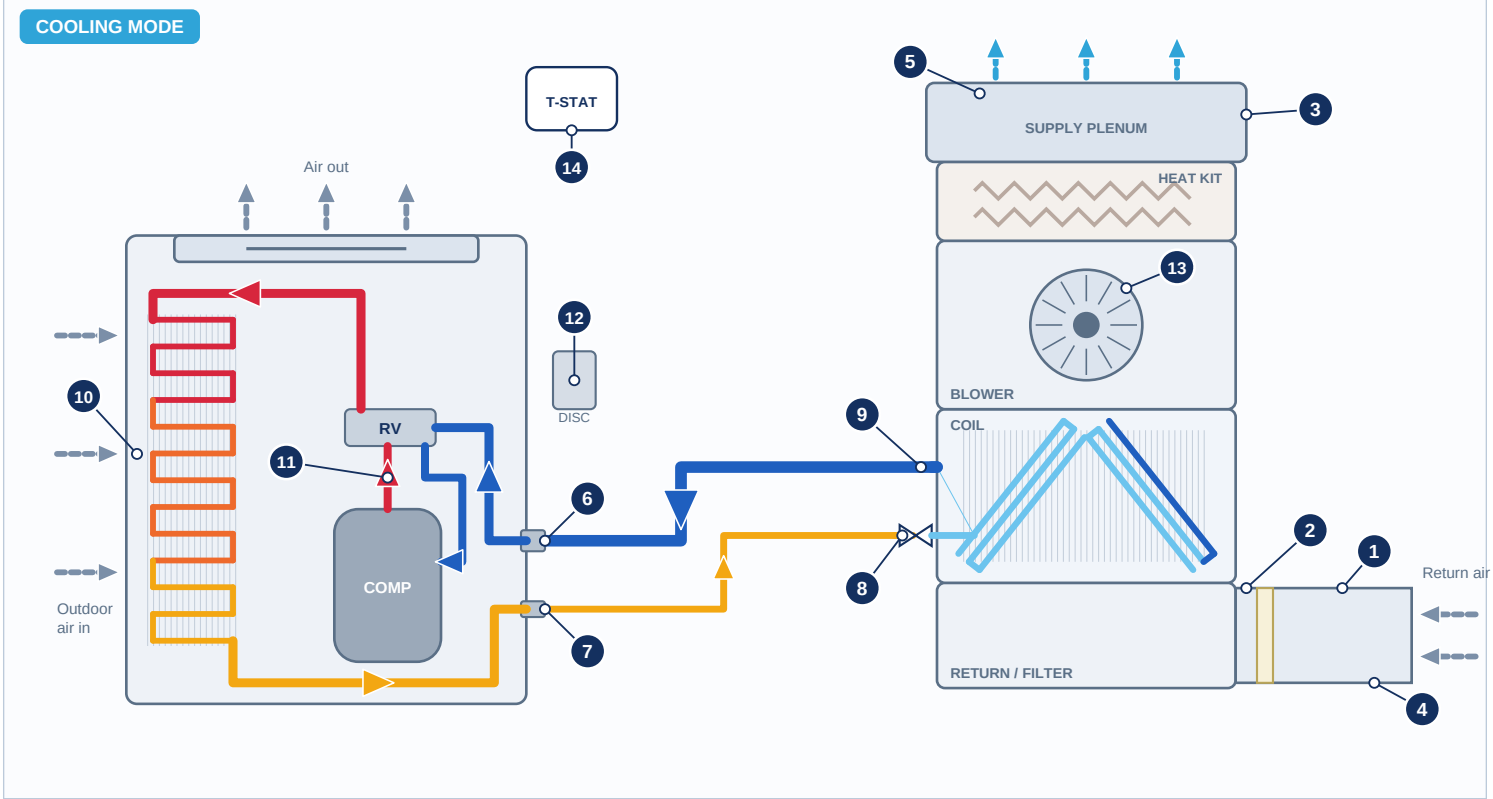
Complaint / reason for visit

EQUIPMENT

COMPONENT	Manufacturer	Model number	Serial number	Size / tons / BTU
Outdoor unit (heat pump)				
Air handler				
Heat kit				
Thermostat				

SYSTEM DIAGRAM: COOLING

Reversing valve (RV) energized per brand (O or B)



High-pressure vapor (hot gas) | Condensing | High-pressure liquid | Low-pressure liquid + vapor | Low-pressure vapor (suction)

1. Return static, before filter
2. Return static, after filter
3. Supply static
4. Return air DB / WB
5. Supply air DB / WB
6. Vapor line pressure & temp
7. Liquid pressure & line temp
8. Liquid temp at indoor metering
9. Coil outlet temp (cooling)
10. Outdoor air entering coil
11. Discharge line temp
12. Outdoor volts & amps
13. Blower volts & amps
14. Thermostat call (R-C, Y, O/B, W)
15. Heat kit volts & amps
16. Defrost sensor / coil temp

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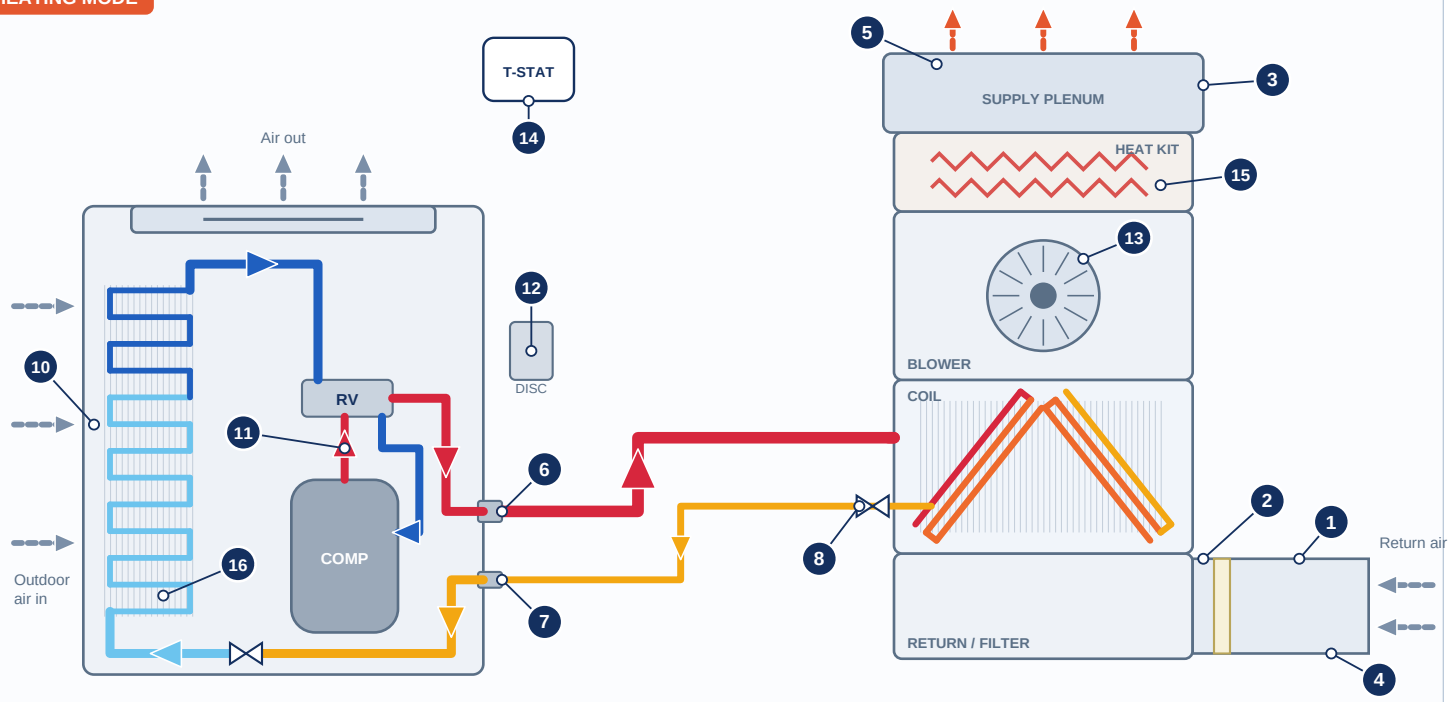
SYSTEM DIAGRAM: HEATING

Vapor line carries hot gas to the indoor coil; outdoor coil is the evaporator

HEATING MODE



High-pressure vapor (hot gas) | Condensing | High-pressure liquid | Low-pressure liquid + vapor | Low-pressure vapor (suction)

READINGS

Run 15+ minutes in each mode

Refrigerant	Indoor metering	Piston #	Line set length (ft)	Vertical lift (ft)	Charge added / removed (oz)

#	MEASUREMENT (where)	COOLING	HEATING	TYPICAL / TARGET
1	**Return static, before filter** Return duct, upstream of filter	in. w.c.	in. w.c.	Neg. reading. Filter drop (2-1) usually < 0.15-0.20
2	**Return static, after filter** Between filter and blower	in. w.c.	in. w.c.	Use for total ESP
3	**Supply static** Supply plenum, after coil	in. w.c.	in. w.c.	Total ESP typically <= 0.50 in. w.c. (check blower table)
4	**Return air** Return duct	DB °F WB °F	°F	Dry bulb / wet bulb
5	**Supply air** Supply plenum	DB °F WB °F	°F	Cool dT ~16-22 °F; HP heat rise varies with outdoor temp
#	MEASUREMENT (where)	COOLING	HEATING	TYPICAL / TARGET
6	**Vapor line pressure / temp** Large service valve	psig °F	psig °F	Cooling: suction (superheat). Heating: discharge pressure
7	**Liquid pressure / temp** Small service valve	psig °F	psig °F	Cooling subcooling per nameplate; heating per mfr. chart
8	**Liquid temp at indoor metering** Liquid line at air handler	°F	°F	Cooling: within ~3 °F of #7
9	**Coil outlet temp** Vapor line at TXV bulb	°F		Cooling only
10	**Outdoor air** Entering outdoor coil	°F	°F	Note frost on coil in heating
11	**Discharge line temp** About 6 in. from compressor	°F	°F	Investigate above ~225 °F
12	**Outdoor volts / comp. / fan amps** Disconnect and contactor	V A A	V A A	Volts within 10%; amps vs. RLA / FLA
13	**Blower volts / amps** Air handler motor	V A	V A	Compare to motor FLA

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#	MEASUREMENT (where)	COOLING	HEATING	TYPICAL / TARGET
14	**Thermostat call** R-C, Y, O/B, W at board	V	V	Check O vs. B for this brand
15	**Heat kit volts / amps** Heater element leads		V A	Amps = kW x 1000 / volts per stage
16	**Defrost sensor / outdoor coil temp** Coil sensor at defrost board		°F kOhm	Sensor resistance per mfr. chart

CALCULATED VALUES

Fills in automatically as readings are entered (Adobe Reader, Chrome, Edge, Firefox)

Superheat (auto)	Target superheat	Subcooling (auto)	Target subcooling	Liquid line drop 7-8 (auto)

Filter drop (auto)	Total ESP (auto)	Rated max ESP	Cooling delta-T (auto)	Est. airflow (CFM)	CFM per ton (auto)

Charge check (auto)	Airflow / static check (auto)

Heating rise (auto)	Heat kit kW (auto)	Heating notes

HEAT PUMP HEATING & DEFROST

Defrost interval setting (min)	Defrost initiates?	Terminates (°F / min)	Aux heat on in defrost?	Emergency heat works?
	Yes No		Yes No	Yes No

Heat kit size (kW)	Stages	Breaker size (A)	Outdoor thermostat / lockout (°F)	Balance point (°F)

FINDINGS & SIGN-OFF

Findings / parts replaced / corrective action			
Technician signature	**Date**	**Reviewed by**	**Date**