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"

JOBSITE & TECHNICAL EVALUATION SHEET

Split systems & package units | Allied and ICP equipment

JOB INFORMATION

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

Manufacturer / Brand	Reason for visit	Date of visit
☐ Allied ☐ ICP ☐ Other	☐ Start-up ☐ Service ☐ Warranty ☐ TSA	

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 / reason for field investigation

EQUIPMENT INFORMATION

COMPONENT	Manufacturer	Model number	Serial number	Date installed
Outdoor unit / package				
Indoor coil				
Furnace / air handler				
Electric heat kit				
Thermostat				
Humidifier				
Air cleaner / EAC / UV				

INDOOR UNIT APPLICATION DETAILS

Equipment type	Unit location	Unit position	Return air arrangement

Filter type	Filter size (in)	Filter thickness (in)	Indoor coil vs. outdoor unit	Cooling blower tap	Heating blower tap

Control board DIP switch settings (list ON switches)	Jumper / tap select (J1, J2, TSIB)	Flash / fault code

ELECTRICAL DATA

Supply voltage - indoor (Vac)	Supply voltage - outdoor (Vac)	Phase	3-phase T1-T2 (V)	T1-T3 (V)	T2-T3 (V)

Low voltage - indoor R-C (Vac)	Low voltage - outdoor (Vac)	Comp. start voltage (Vac)	Comfort Alert / fault code

	Blower - Hi Cool	Blower - Lo Cool	Blower - Heat	Inducer	OD fan	Comp. Common	Comp. Run	Comp. Start	LRA (if no start)
Amp draw (A)									

COMPRESSOR WINDING	C to R	C to S	R to S	C to Ground	R to Ground	S to Ground
Resistance (ohms)						

R-S should equal R-C + C-S. Each terminal to ground should read infinity (open).

Run capacitor rated (uF)	Run capacitor measured (uF)	Hard start kit used?	Pressures equalize at shutdown?	Contactor points pitted / burned?
		☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

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REFRIGERATION DATA

Refrigerant	Cooling metering device	Piston size #	Heating metering device	Piston size #	Charge added / removed (oz)

Suction line diameter (in)	Liquid line diameter (in)	Total line length (ft)	Vertical lift / rise (ft)	Number of elbows	Line set buried / in slab?
					☐ Yes ☐ No

MODE	Suction psig	Suction temp F	Sat. evap F	Superheat F	Liquid psig	Liquid temp F	Sat. cond F	Subcooling F	Discharge psig
Cooling mode									
Heating mode									

Take readings at the service valves after 15 minutes of steady-state operation. Superheat = A - B. Subcooling = C - D.

Air entering outdoor coil (F)	Air leaving outdoor coil (F)	Outdoor fan amps	Defrost interval (min)	Acid test (if compressor failed)
				☐ Pos. ☐ Neg. ☐ N/A

AIR FLOW DATA

Return air static (in. w.c.)	Supply air static (in. w.c.)	Total external static (in. w.c.)	Filter pressure drop (in. w.c.)

Return air dry bulb (F)	Return air wet bulb (F)	Supply air dry bulb (F)	Supply air wet bulb (F)	Dry bulb temp. difference (F)

Measured airflow (CFM)	Airflow method	Nominal tons	CFM per ton

Target 350-400 CFM per ton. Electric heat method: CFM = (Volts x Amps x 3.413) / (1.08 x Temp Rise).

GAS APPLIANCE DATA

Furnace and gas package units only

Fuel type	Gas orifice size	Altitude (ft)	Gas inlet pressure (in. w.c.)	Manifold - low fire (in. w.c.)	Manifold - high fire (in. w.c.)

STAGE	Firing rate (Btuh)	Return air F	Supply air F	Temp. rise F	Inducer amps	Press. sw. make	Press. sw. break
Low fire							
High fire							

Flame sensor (uA DC)	Heat-off delay (sec)	Limit switch (Vac, operating)	Rollout switch (Vac, operating)	Pressure switch (Vac, operating)

Vent material	Vent style	Vent pipe diameter (in)	Vent length (ft)	Number of elbows	Vent termination

O2 (%)	CO2 (%)	CO (ppm, flue)	Excess air (%)	Stack temp (F)	Ambient temp (F)	Gross efficiency (%)	CO in supply air (ppm)

FINDINGS & SIGN-OFF

Technician findings / corrective action / additional comments

Technician signature	Date	Reviewed by	Date