

Air Conditioning Checklist

IHEAB | Commercial Air Conditioning



BEFORE INSTALLATION

NOMINATION FORM

- ☐ Customer Signature – on or before the installation date of the outdoor unit (compressor)

SITE ASSESSOR DECLARATION

- ☐ Installer Signature – on or before the installation date of the outdoor unit (compressor)

GEOTAGGED PHOTOS **WITH EMBEDDED METADATA**

For REPLACEMENT of an existing unit:

- ☐ Wide and clear geotagged photo of existing indoor and outdoor unit before its removal –Old unit should still be installed clearly showing area

For NEW installation:

- ☐ Wide and clear geotagged photo of indoor and outdoor area where new equipment will be installed –area showing no unit

ELECTRICITY BILL

- ☐ Full copy of customer's electricity bill reflecting name, address and NMI

TAX INVOICE & SALES LEDGER

- | | |
|---|---|
| ☐ Customer Name | ☐ Installer Name Installer |
| ☐ Customer ABN <i>only for small business or commercial jobs</i> | ☐ ABN Installer |
| ☐ Installation Address | ☐ Address |
| ☐ Installation Date | |
| ☐ Amount paid for implementation | |
| ☐ Total amount with GST | |
| ☐ Qty, Brand and Models matching geotag photo | |
| ☐ Invoice details <i>Issue date and Reference # must match sales ledger</i> | |
| ☐ Sales Ledger <i>If paid by finance provider, date must reflect date on which the finance provider made the payment to the supplier/installer</i> | |

CO-PAYMENT

- ☐ The co-payment must be paid by the energy consumer before certificates can be created
- ☐ Amount must match invoice
- ☐ Confirm minimum co-payment amount per unit. Please refer to co-payment guide [here](#).

GEOTAGGED PHOTOS **WITH EMBEDDED METADATA**

Decommissioned Unit

- ☐ Photo of refrigerant being reclaimed from the old unit, clearly showing refrigerant cylinder, recovery unit, the old unit being de-gassed and close-up of cylinder ID
- ☐ Wide and clear photo of removed and decommissioned unit. *Photos must be taken at the back of the van or units grouped outside, such as in a garage, are acceptable.*

New Unit

- ☐ Wide and clear photo of **indoor** and **outdoor** of new equipment installed –area showing **NEW** unit
- ☐ Photo of compliance plate for new **indoor** and **outdoor** equipment/s clearly showing its brand, model and serial number –for indoor and outdoor unit



DURING INSTALLATION

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DURING INSTALLATION

CERTIFICATE OF ELECTRICAL FOR ELECTRICAL WORK (Electrician)

- ☐ For both replacement and new install
- ☐ Installation date
- ☐ NMI

RECYCLING EVIDENCE

- ☐ Recycling Receipt/Invoice/ Disposal Receipt for the Metal Scraps
- ☐ Recycling Receipt/Invoice/ Disposal Receipt for the Reclaimed Refrigerants

****Please note:** Reclaimed Refrigerant evidence is required; however, it can be provided as a bulk invoice rather than for each individual project project (covering installation period). Our QA team will request and collect this evidence on a monthly basis.*



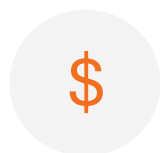
AFTER INSTALLATION

POST IMPLEMENTATION DECLARATION FORM

- ☐ Customer Signature – on or after installation date.

PRODUCT SPECIFICATIONS –both indoor and outdoor units

- ☐ Dated extract or screenshot of the GEMS Registry



PAYMENT OF REBATE

accounts@ecfocus.com.au

ONCE ALL SITE(S) DOCUMENTATION HAS BEEN RECEIVED AND THE PROJECT(S) HAS PASSED OUR QUALITY ASSURANCE, INVOICE REQUEST WILL BE SENT BY OUR ACCOUNTS TEAM

Air Conditioning Checklist

IHEAB | New Installation – Photo Evidence Collection



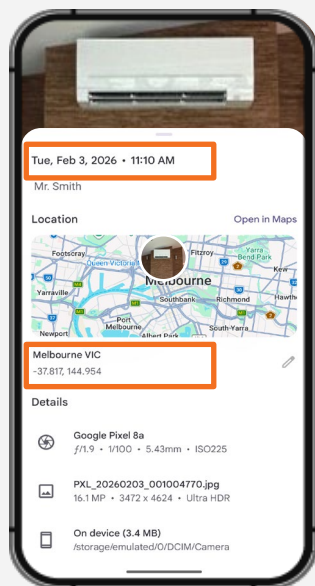
VERY IMPORTANT !

Please ensure that location services are turned on in your device settings to ensure geo-tagging is enabled. You will need internet access on your device to complete this step.

GEOTAGGING

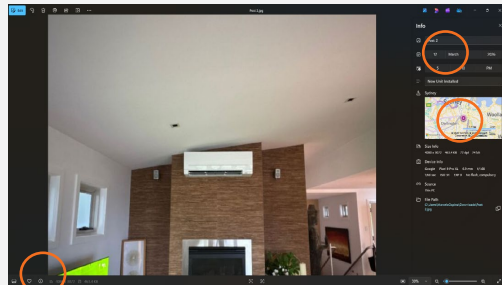
Step 01.

Enable location services on your device camera settings and ensure location details display in photos.



Step 02.

Review **metadata** of each photo file on your computer. This is how the scheme regulators and our QA team will verify your supporting evidence.



Geo-Tagged photos must:

- ☐ Be clear, legible, and in focus
- Geo-tag stamp must include:
 - ☐ Date
 - ☐ Time
 - ☐ Implementation address
 - ☐ GPS derived longitude and latitude coordinates
 - ☐ **Metadata** must be fixed to the photograph properties when viewed on desktop (PNG and JPG transferrable files)



For detailed instructions on how to capture metadata for photos please refer to our geotagging recommendations [here](#)

Air Conditioning Checklist

IHEAB | New Installation – Photo Evidence Collection



NEW INSTALLATION

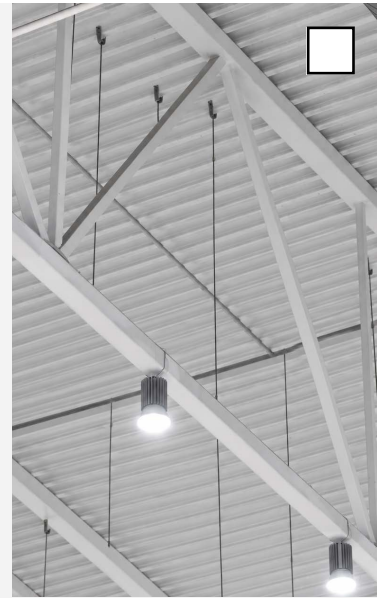
01.

The empty **OUTDOOR** area
BEFORE
installing the
unit (Showing
no unit)



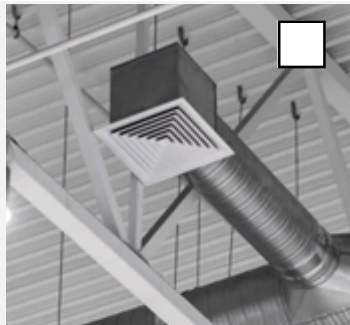
02.

The empty **INDOOR** area
BEFORE
installing the
unit (Showing
no unit on the
same spot
before install)



03.

Area photo
showing the
New indoor unit
installed



04.

Area photo
showing the
New outdoor
unit installed



Air Conditioning Checklist

IHEAB | New Installation – Photo Evidence Collection



05.

If any, a photo of new **indoor** unit nameplate/ marking/serial no.



06.

Photo of new **outdoor** unit nameplate/ marking/serial no.



ALWAYS PROVIDE FULL PHOTO OF THE LABEL WITH SERIAL NUMBER INCLUDED



Geo-Tagged photos must:

- ☐ Be clear, legible, and in focus
- ☐ Geo-tag stamp must include: Date, Time and Implementation address
- ☐ GPS derived longitude and latitude coordinates
- ☐ **Metadata** must be fixed to the photograph properties when viewed on desktop (PNG and JPG transferrable files)

Air Conditioning Checklist

IHEAB | ~~~~~ – Photo Evidence Collection



Please ensure that location services are turned on in your device settings to ensure geo-tagging is enabled. You will need internet access on your device to complete this step.

REPLACEMENT

Indoor Old Unit:

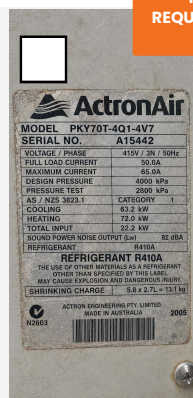
01.

Existing **INDOOR** units in the area BEFORE removal



02.

Brand, model and year of manufacturing of **INDOOR** unit*



03.

**If there is no plate or year displayed:*
Photo of **INDOOR** unit form at least two angles



Outdoor Old Unit:

04.

Existing **OUTDOOR** units in the area BEFORE removal



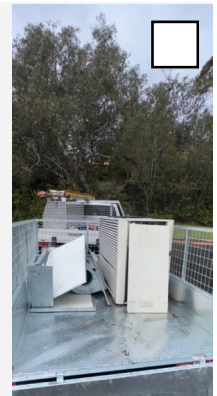
05.

Refrigerant cylinder, recovery unit, and the old **OUTDOOR** unit being de-gassed



06.

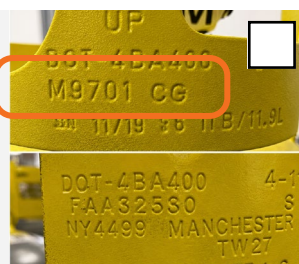
Decommissioned **OUTDOOR** and **INDOOR** unit at the back of the van, or units grouped for recycling



NEW REQUIREMENT

07.

Recovery cylinders with visible ID



**Please note that not all compliance plates on existing units will show the year of manufacture. In these cases, ensure you provide sufficient photographic evidence to identify the system, including clear images of the brand and model number.*

Air Conditioning Checklist

IHEAB | Replacement – Photo Evidence Collection



Outdoor New Unit:

07.

Area photo showing the new **OUTDOOR** unit installed



08.

Photo of the new **OUTDOOR** unit nameplate showing brand, model and serial no.



Indoor New Unit:

09.

Area photo showing the new **INDOOR** unit installed



10.

If any, a photo of the new **INDOOR** unit nameplate showing brand, model and serial no.

