



OHCS Heating/Cooling Equipment Repair/Replacement Check-list

In addition to the standard, required information that must be included in any energy assistance file, each heating/cooling equipment repair/replacement must be designated as either a "restoration" or a "prevention" of the home heating/cooling system and indicated as such in OPUS.

All heating/cooling Equipment Repair/replacement applications must also have the following additional 8 items:

Authorization #:

Client Name:

Physical Address:

1. Homeowner authorization
2. Pre-Inspection
3. Proposal
4. Change order (if applicable)
5. Carbon monoxide alarm
 - a. Was a new one installed?
 - b. Was the existing one tested and functioning properly?
6. Combustion testing (If applicable)
7. Post-Inspection
8. Invoice

Please select which of the following will be indicated in OPUS

Restoration:

Prevention:

Intake Worker:

Date: