

**SOLAR HOT WATER SYSTEM INSTALLATION / INSPECTION RECORD SHEET**

*This sheet shall be updated to include all scheduled and unscheduled maintenance / upgrades.  
Attach superseded records to updated Record Sheet*



Date System Installed \_\_\_\_\_ System Identification Number \_\_\_\_\_

Site Address \_\_\_\_\_

Number of occupants

System Type  
 Direct  Indirect  Drain back  Thermosyphon   
 Open vent  Valve vent  Other  Horizontal / vertical

System Pressure (Measure cylinder height and vent for vented systems) \_\_\_\_\_ m \_\_\_\_\_ kPa

Cylinder Type, SS, steel lined, CU \_\_\_\_\_ Capacity (ltrs) \_\_\_\_\_ Suitable for high temps \_\_\_\_\_

Backup heating Capacity to Water \_\_\_\_\_ kW total Heating Source \_\_\_\_\_ eg. Electric, gas, steam

Are there HWC solar connections or solar coil (kW) \_\_\_\_\_ Is there a wetback fitted/type/system operation \_\_\_\_\_

Storage Temperature \_\_\_\_\_ °C Storage Temperature after \_\_\_\_\_ °C  
 Tempering Valve (if fitted)

Survey undertaken by \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Customer confirms agreement \_\_\_\_\_ Name \_\_\_\_\_ Sign \_\_\_\_\_

Electrical System to be Checked by a Registered Electrician for Compliance :-

Checked by \_\_\_\_\_ Name \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

Recommended Actions \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Maintenance on System since Installation or Previous Inspection**

Work	Undertaken by

Items Installed and Settings								
Item	Fitted		Make & Model	Size (mm)	Setting (deg.C Pa etc)	Date Installed	Date Last Maintained	Observations / Comments from customer
	Y <input type="checkbox"/>	No <input type="checkbox"/>						
1	<b>Cylinder</b>	<input type="checkbox"/>	<input type="checkbox"/>					
2	Cylinder sacrificial anode	<input type="checkbox"/>	<input type="checkbox"/>					
3	Cylinder thermostat setting	<input type="checkbox"/>	<input type="checkbox"/>					
5	Capacity	<input type="checkbox"/>	<input type="checkbox"/>					
6	Solar flow connection	<input type="checkbox"/>	<input type="checkbox"/>					
7	Solar return connection	<input type="checkbox"/>	<input type="checkbox"/>					
8	Insulation standard (MEPS)	<input type="checkbox"/>	<input type="checkbox"/>					
9	Backup energy	<input type="checkbox"/>	<input type="checkbox"/>					
10	Backup energy location (elements / coil)	<input type="checkbox"/>	<input type="checkbox"/>					
11	Suitable for solar connections	<input type="checkbox"/>	<input type="checkbox"/>					
12	Cylinder maximum temperature	<input type="checkbox"/>	<input type="checkbox"/>					
13	Suitable for solar maximum temperature	<input type="checkbox"/>	<input type="checkbox"/>					
14	Seismic restraints Two fixings <200 litres, 3 fixings <360 litres else specific design. Strap 25mm x 1mm, screws 8mm, washers 1 x 30x2mm or 2 x 20x2mm. Screws penetrate into timber frame by >50mm	<input type="checkbox"/>	<input type="checkbox"/>					

15	<b>Drainback cylinder installed,</b>	<input type="checkbox"/> <input type="checkbox"/>						
16	Drainback cylinder capacity, coil size if fitted	<input type="checkbox"/> <input type="checkbox"/>						
17	Drainback cylinder location, is it drained into TPR valve or open vent adequate in CU	<input type="checkbox"/> <input type="checkbox"/>						
18	Drain tray installed and drained	<input type="checkbox"/> <input type="checkbox"/>						
19	Solar pressure relief and discharge in CU	<input type="checkbox"/> <input type="checkbox"/>						
20	<b>Pipework</b>	<input type="checkbox"/> <input type="checkbox"/>						
21	Pipework diameter	<input type="checkbox"/> <input type="checkbox"/>						
22	Pipework material	<input type="checkbox"/> <input type="checkbox"/>						
23	Pipework fixings, secure	<input type="checkbox"/> <input type="checkbox"/>						
24	Insulation type	<input type="checkbox"/> <input type="checkbox"/>						
25	Insulation, thickness, fully installed, UV rating outside	<input type="checkbox"/> <input type="checkbox"/>						
26	Tempering valve installed, make, model and setting	<input type="checkbox"/> <input type="checkbox"/>						
27	Pressure relief	<input type="checkbox"/> <input type="checkbox"/>						
28	Pressure relief drain	<input type="checkbox"/> <input type="checkbox"/>						
29	Pipework length collectors to cylinder one way	<input type="checkbox"/> <input type="checkbox"/>						
30	Antisiphon loop required	<input type="checkbox"/> <input type="checkbox"/>						
31	Non return valve installed	<input type="checkbox"/> <input type="checkbox"/>						
32	Isolation valves installed, can collector be isolated and is there then a relief	<input type="checkbox"/> <input type="checkbox"/>						
33	Pipework penetration through roof/wall	<input type="checkbox"/> <input type="checkbox"/>						
34	Drainback system pipework free-draining	<input type="checkbox"/> <input type="checkbox"/>						

35	Hot water secondary return, flow / return temperature	<input type="checkbox"/> <input type="checkbox"/>						
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36	<b>Pump</b>	<input type="checkbox"/> <input type="checkbox"/>						
37	Pump make/model	<input type="checkbox"/> <input type="checkbox"/>						
38	Pump speed setting	<input type="checkbox"/> <input type="checkbox"/>						
39	Pump location flow/return/distance from cylinder	<input type="checkbox"/> <input type="checkbox"/>						
40	Pump secure not loose	<input type="checkbox"/> <input type="checkbox"/>						
41	Pump installed correct way, shaft horizontal	<input type="checkbox"/> <input type="checkbox"/>						
42	Pump installed correct way, pumped water going correct way	<input type="checkbox"/> <input type="checkbox"/>						
43	<b>Solar collectors</b>	<input type="checkbox"/> <input type="checkbox"/>						
44	Orientation	<input type="checkbox"/> <input type="checkbox"/>						
45	Shading / impairment	<input type="checkbox"/> <input type="checkbox"/>						
46	Roof type / roof pitch	<input type="checkbox"/> <input type="checkbox"/>						
47	Fixing type pitch	<input type="checkbox"/> <input type="checkbox"/>						
48	Make / model	<input type="checkbox"/> <input type="checkbox"/>						
49	Collector area each	<input type="checkbox"/> <input type="checkbox"/>						
50	# of collectors	<input type="checkbox"/> <input type="checkbox"/>						
51	Secure fixings	<input type="checkbox"/> <input type="checkbox"/>						
52	Distance collector off roof	<input type="checkbox"/> <input type="checkbox"/>						
53	Drainback system collector free-draining	<input type="checkbox"/> <input type="checkbox"/>						
54	AAV with insulation, can AAV freeze	<input type="checkbox"/> <input type="checkbox"/>						
55	Sensor location, insulated, calibration	<input type="checkbox"/> <input type="checkbox"/>						

56	<b>Solar controller</b>	<input type="checkbox"/> <input type="checkbox"/>						
57	Controller make/model	<input type="checkbox"/> <input type="checkbox"/>						
58	Controller pump switched on temp	<input type="checkbox"/> <input type="checkbox"/>						
59	Controller pump switched off temp	<input type="checkbox"/> <input type="checkbox"/>						
60	Frost control, on/off	<input type="checkbox"/> <input type="checkbox"/>						
61	Maximum solar controlled temperature, and at what sensor location	<input type="checkbox"/> <input type="checkbox"/>						
62	Is above maximum temperature compatible with cylinder maximum allowed temperature	<input type="checkbox"/> <input type="checkbox"/>						
63	Bottom cyl. Temp sensor, location ok, insulated, calibration	<input type="checkbox"/> <input type="checkbox"/>						
64	Top cyl. Temp sensor, location ok, insulated, calibration	<input type="checkbox"/> <input type="checkbox"/>						
65	Backup heating control and settings, top element	<input type="checkbox"/> <input type="checkbox"/>						
66	Backup heating control and settings, bottom element	<input type="checkbox"/> <input type="checkbox"/>						
67	Backup heating control and settings, coil	<input type="checkbox"/> <input type="checkbox"/>						
68	Re heat cylinder/boiler control and settings	<input type="checkbox"/> <input type="checkbox"/>						
69	<b>Electrical</b>	<input type="checkbox"/> <input type="checkbox"/>						
70	Electrical completed by electrician, is there a COC	<input type="checkbox"/> <input type="checkbox"/>						
71	Are all parts of the system fully installed and operational?	<input type="checkbox"/> <input type="checkbox"/>						

72	Is the system producing the quantities and quality of hot water expected and set out in the contract?	<input type="checkbox"/>	<input type="checkbox"/>					
73	Is the customer satisfied with the way the system was installed?	<input type="checkbox"/>	<input type="checkbox"/>					
74	Is the customer satisfied with the operation of the system?	<input type="checkbox"/>	<input type="checkbox"/>					
75	Has good clear documentation been supplied of what performance the customer can expect from the system for their specific house design, location, orientation, and for each of the seasons?	<input type="checkbox"/>	<input type="checkbox"/>					
76	Has the customer been provided with an owner's manual outlining on-going operation and maintenance requirements to ensure the system meets the 15 year durability requirements of the Building Act?	<input type="checkbox"/>	<input type="checkbox"/>					
77	Has the customer been provided with a written guarantee that makes it clear who is responsible if anything goes wrong with the system and who to contact?	<input type="checkbox"/>	<input type="checkbox"/>					
78	Has the system been installed with regard to safe structural loadings?	<input type="checkbox"/>	<input type="checkbox"/>					
79	Has a building consent been obtained?	<input type="checkbox"/>	<input type="checkbox"/>					
80	Has the system been installed to meet the conditions of the building consent?	<input type="checkbox"/>	<input type="checkbox"/>					

81	Is the collector located with appropriate orientation and inclination to the sun?	<input type="checkbox"/> <input type="checkbox"/>						
82	Did the installer undertake a test of the system, including for leaks and controller operation, and provide confirmation of these tests to the customer on hand-over?	<input type="checkbox"/> <input type="checkbox"/>						
83	Are any holes in the roof sealed with the appropriate sealant?	<input type="checkbox"/> <input type="checkbox"/>						
84	Is there any damage (including scratches or buckling) to the roof, guttering or any other parts of the building?	<input type="checkbox"/> <input type="checkbox"/>						
85	Has the supplier used an installer who provided the customer documentation that showed that he/she is fully trained to install this model of systems?	<input type="checkbox"/> <input type="checkbox"/>						
86	Has the system been designed and installed to meet appropriate freezing, electricity supply interruptions, overheating safety events?	<input type="checkbox"/> <input type="checkbox"/>						
87	Has the system been manufactured to meet the technical requirements of AS/NZS 2712	<input type="checkbox"/> <input type="checkbox"/>						
88	Have the potable water components been installed or signed off by a Craftsman Plumber	<input type="checkbox"/> <input type="checkbox"/>						






*continued.....*

**Sketch Existing System**

*Attached sytem schematic or Sketch existing system showing equipment and valves installed including pipe and valve sizes .  
Number items as shown in table on sheet 1  
Attach photos if possible and Reference Drawing if available*

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*Comments and observations*

