

HVAC SCOPE OF WORK



My Construction Company

Project:

Sample Residence

Provided to: **Hanks HVAC** ▼

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Contact: **Hank Williams**

Phone: **729-111-1111**

Date: **8/17/20XX**

Objective of this Scope of Work

- To ensure that Heating, Venting, and Air Conditioning systems are installed in a manner consistent with all applicable building codes, manufacturer's instructions and warranty requirements, and acceptable construction practices.

Terms used in this document

- Site Superintendent: shall refer to any Company representative with authority to enforce this Scope of Work.
- SUBCONTRACTOR: shall refer to the Subcontractor's organization, its employees, or any representative of the Subcontractor assigned the authority to perform per this Scope of Work.

Acceptable Performance

HVAC is divided into two phases: Rough and Final. While each project does not necessarily include both phases, they are included in this Scope of Work. Payment will be made per each of the phases.

HVAC: General

- The equipment and system shall be installed in accordance with all approved building, plumbing, electrical, and health codes, and function as specified. Installations should pass the initial code inspection at each phase.
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- The Subcontractor must be licensed in the code enforcement jurisdiction in which the project is located prior to beginning work.
- All work is to be done by trained, experienced individuals. Workmanship shall be so as to require a minimum of repairs and patching after installation.
- All systems must be energy efficient per current code.
- Company will provide a full set of plans to allow the Subcontractor time to complete the necessary heat-load calculations and HVAC layouts.
- It is the responsibility of the Subcontractor to determine the optimal tonnage and number of units required for each house.
- Systems shall be installed using new materials of the grade and quality required to meet or exceed local or state and ASHRAE standards.
- The type and manufacturer of the HVAC system shall be approved by Company.
- The type and manufacturer of the HVAC system cannot be changed without the written approval of Company's purchasing agent.
- Should the requirements for HVAC systems change due to a change in the applicable codes, all plans must be re-bid.
- No roof or floor truss may be cut, notched, moved, or otherwise damaged in any manner.
- If any structural member interferes with the installation of the HVAC system, the Site Superintendent should be notified.
- Should any structural member be damaged, an engineer must approve any repairs before they are made.
- The HVAC systems shall operate correctly for the first two (2) years of Warranty coverage.
- The HVAC Subcontractor shall not be responsible for damage caused by owner negligence.
- The HVAC system shall be governed by design conditions as specified in the ASHRAE handbook.
- Federal, state or local energy codes shall supersede this standard where such codes have been adopted locally.
- The heating system shall be a complete and functioning system, tested and ready for operation.
- The heating system shall be capable of maintaining an inside temperature of 74°F, at the center of each room, 5'-0" above the floor.
- The cooling system shall be a complete and functioning system tested and ready for operation.
- The cooling system shall be capable of maintaining a temperature of 70°F, at the center of each room, 5'-0" above the floor.
- Refrigerant lines should not develop leaks, with no condensation on refrigerant lines during the first year of the Warranty period.
- The Subcontractor will provide, via a tag on the HVAC unit, a regular office hour phone number and an emergency phone number.
- The Subcontractor is required to furnish emergency service.

HVAC Installation

- A new set of plans is required for each house. Plans are subject to changes and modifications.
- It is the responsibility of the Subcontractor to have the new plans before beginning work.
- The Subcontractor will correct any errors that occur from using an incorrect set of plans at no cost to Company.
- The Subcontractor is responsible for obtaining all necessary trade permits.
- Subcontractor shall be responsible for installing ventilation for hot water tank.

- If the attic area is not complete or completed incorrectly, the Site Superintendent should be notified immediately.
- Do not install unit if framing is not complete.
- A metal condensation drain pan shall be installed by the Subcontractor when an attic unit is placed.
- All HVAC equipment shall be located with sufficient clearances from walls or other equipment to permit regular maintenance.
- Should any area be inadequate to allow necessary clearances, the Site Superintendent should be notified immediately.
- The Subcontractor shall furnish a pre-built pad for the AC unit. It is to be installed level and square.
- All ducts should be properly sealed at the heat exchanger per energy code and should not become loose or detached.
- All ducts shall be installed per the manufacturer's installation instructions.
- No duct shall be crimped, bent, or otherwise installed in such a manner as to restrict airflow.
- Any duct work leaving the heating or cooling unit shall not obstruct the unit in such a manner that the unit cannot be maintained.
- All floor ducts are to be temporarily covered to prevent debris from falling into the ductwork.
- The appropriate covering is expanded metal stucco lath cut to size for the vent cover, provided and installed by the Subcontractor.
- All floor duct openings shall be level, square, and flush with the floor. Installed floor grills should not tilt more than 1/16" when stepped on.
- The vent and grill in the kick plate under the cabinets shall be installed high enough to allow shoe molding to be installed below the kick plate.
- All ceiling grills shall be square and set flush with the ceiling. They shall have the proper insulation materials installed and shall fit snugly.
- Subcontractor is responsible for cutting neat, clean holes and for completely sealing the holes. Any excess sealing material is to be removed.
- All piping joints and connections shall be suitable for the pressure-temperature conditions and compatible with the piping material.
- The stiffening of ductwork and the gauge of the metal used shall be such that duct walls do not flex with pressure changes.
- Programmable thermostats shall be installed as directed by Supervisor.
- Programmable thermostat instruction booklet shall be placed in cabinet drawer to the left of the range.
- Condensation pumps shall be plugged in and operational.
- Heating units shall have filters installed.
- The Subcontractor is responsible for cleaning up all residual materials before the job will be accepted as complete.
- At completion of job, house shall be broom-swept and all debris removed to the dumpster or a designated trash area.
- The Subcontractor is responsible for passing all required inspections.
- Any re-inspection fees assessed Company for items relating to this Scope of Work will be charged to and reimbursed by the Subcontractor.
- Any items found during the final inspection that need correction shall be corrected before final payment will be made.

Other

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Subcontractor acceptance or rejection (required):

(initial)	I have read, understand, accept, and will comply with this Scope of Work
	I do not accept this Scope of Work

Signing on behalf of Subcontractor

Date of completion