Heating System Commissioning Checklist

Commissioning record for a new boiler or heat pump: flushing, inhibitor, controls, readings and handover to the customer.

Installation

Customer name *	
Site name	
Site address	
Job reference	
Date of visit *	_____ / _____ / _____
Time on site	_____ : _____
Time off site	_____ : _____
Heat source make	
Heat source model	
Heat source serial number	
Heat source ID / barcode	
Heat source location	
Heat source *	☐ Gas boiler ☐ Oil boiler ☐ Air source heat pump ☐ Ground source heat pump ☐ Other

Commissioning

Item	Yes	No	N/A
System flushed *	☐	☐	☐
Inhibitor added *	☐	☐	☐
Filter fitted *	☐	☐	☐
Time and temperature controls fitted *	☐	☐	☐
Weather / load compensation set *	☐	☐	☐
Radiators / emitters balanced *	☐	☐	☐
Condensate / defrost drainage correct *	☐	☐	☐
Flue / ventilation correct *	☐	☐	☐
Safety devices tested *	☐	☐	☐

Flow temperature setting (°C)	
System pressure (bar)	
Combustion CO (ppm) / heat pump COP	

Handover

Item	Yes	No	N/A
Controls explained to customer *	☐	☐	☐
Manufacturer instructions left *	☐	☐	☐
Building control notification made *	☐	☐	☐
Warranty registered *	☐	☐	☐

Additional comments	
Engineer name *	
Engineer signature *	
Date signed *	_____ / _____ / _____
Customer name (print)	
Customer signature	

* Required