

**CERTIFICATE OF INSTALLATION**

*This Certificate of Installation documents the installation of electrical power distribution system features, materials, components, and manufactured devices required to demonstrate compliance with Title 24, Part 6 per §10-103(a)3 for nonresidential, hotel/motel and high-rise residential occupancies.*

Field Name	Data Entry	Field Name	Data Entry
Project Name:		Enforcement Agency:	
Dwelling Address:		Permit Number:	
City and Zip Code:		Permit Application Date:	

**A. System Information**

Each system requiring refrigerant charge verification will be documented on a separate certificate.

Field	Field Name	Data Entry
01	Space Conditioning System Identification or Name	
02	Space Conditioning System Location or Area Served	
03	Condenser (or package unit) Make or Brand	
04	Condenser (or package unit) Model Number	
05	Nominal Cooling Capacity (tons) of Condenser	
06	Condenser (or package unit) Serial Number	
07	Refrigerant Type	
08	Other Refrigerant Type (if applicable)	
09	Liquid Line Filter Drier Installed According to Manufacturer's Specifications (if applicable)	
10	System Installation Type	
11	Fault Indicator Display (FID) Status (Note: Even systems with a FID must have refrigerant charge verified by installer)	
12	Is the system of a type that the minimum airflow can be verified for all indoor units using an approved measurement procedure (RA3.3 or RA3.3.3)?	
13	Is the system of a type that approved refrigerant charge verification procedures can be used to verify compliance with the refrigerant charge verification requirements when temperatures are $\geq 55^{\circ}\text{F}$ (RA3.2.2, or RA1)?	
14	Date of Refrigerant Charge Verification for this System	



15	Refrigerant Charge Verification Method Used	
16	Person Who Performed the Refrigerant Charge Verification Reported on this Certificate of Installation	
17	HERS Verification Compliance Requirement Status	

**MCH-25a - Refrigerant Charge Verification - Superheat Method****B. Metering Device Verification**

Superheat Method can only be used on systems that do not have a variable metering device.

Field	Field Name	Data Entry
01	Refrigerant Metering Device	
02	Superheat Method Applicability Status	

**C. Instrument Calibration**

Procedures for instrument calibration are given in Reference Residential Appendix RA3.2.2 and RA3.2.2.2.

Field	Field Name	Data Entry
01	Date of Digital Refrigerant Gauge Calibration	
02	Date of Digital Thermocouple Calibration	
03	Digital Refrigerant Gauge Calibration Status	
04	Digital Thermocouple Calibration Status	

**D. Measurement Access Hole (MAH) Verification**

Procedures for installing MAH are specified in Reference Residential Appendix RA3.2.2.3.

Field	Field Name	Data Entry
01	Method Used to Demonstrate Compliance with the Measurement Access Hole (MAH) Requirement	

**E. Minimum System Airflow Rate Verification**

Procedures for verifying minimum system airflow are specified in Reference Residential Appendix RA3.3.3.

Field	Field Name	Data Entry
01	Indoor Unit Name or Description of Area Served	
02	Minimum Required System Airflow Rate (cfm)	Verification of Table 150.0-B or C Alternative Return Duct Design Criteria is Required  Enter numeric XXX value:
03	System Airflow Rate Verification Status	
04	Compliance Statement:	

Notes

Data Entry

**F. Data Collection**

Procedures for determining Refrigerant Charge using the Standard Charge Verification Procedure are given in Reference Residential Appendix RA3.2.2 and RA3.2.2.2.

Field	Field Name	Data Entry
01	Lowest Return Air Dry-bulb Temperature that Occurred During the Refrigerant Charge Verification Procedure (°F)	
02	Measured Condenser Air Entering Dry-bulb Temperature ( $T_{\text{condenser, db}}$ ) (°F)	
03	Outdoor Temperature Qualification Status (Check box if Table F, field 02 <55°F or >115°F)	Superheat refrigerant charge verification method is not allowed to be used when the outdoor temperature is less than 55°F or greater than 115°F, do not proceed
04	Measured Return (evaporator entering) Air Dry-bulb Temperature ( $T_{\text{return, db}}$ ) (°F)	
05	Measured Return (evaporator entering) Air Wet-bulb Temperature ( $T_{\text{return, wb}}$ ) (°F)	
06	Measured Suction Line Temperature ( $T_{\text{suction}}$ ) (°F)	
07	Measured Suction Line Pressure ( $P_{\text{suction}}$ - psig)	
08	Evaporator Saturation Temperature ( $T_{\text{evaporator, sat}}$ ) from Digital Gauge or P-T Table using Line F07 (°F)	
09	Measured Superheat (Line F06 – Line F08) (°F)	
10	Target Superheat (from Table RA3.2-2, using F02 and F05) (°F)	
11	Compliance Statement:  (If Table F, field 01 $\geq$ 70, and $\text{ABS}(F09 - F10) \leq 5$ ; select "System complies with Refrigerant Charge Verification requirement by use of the Superheat Method"; else, System does not comply)	

**MCH-25d - Refrigerant Charge Verification - Fault Indicator Display (FID)**

**G. Fault Indicator Display**

Procedures for the Fault Indicator Display Verification are detailed in RA3.4.2.

Field	Field Name	Data Entry
01	FID Manufacturer Name/Make	
02	FID Model Number	
03	The display module is mounted adjacent to the system thermostat.  (pass if confirmed, otherwise do not proceed)	
04	The manufacturer has certified to the Energy Commission that the FID model meets the requirements of Reference Joint Appendix JA6 (make and model found on CEC list of approved FID devices).  (pass if confirmed, otherwise do not proceed)	
05	The system has operated for at least 15 minutes and the FID reports that the system is operating within acceptable parameters.  (pass if confirmed, otherwise do not proceed)	

**H. Fault Indicator Display – Additional Requirements**

Field	Field Name
01	Fault Indicator Display devices shall either be factory installed by the space-conditioning system manufacturer, or field installed according to the space-conditioning system manufacturer's requirements and the FID manufacturer's specifications.
02	The installer shall ensure that a copy of the FID manufacturer's user instructions documentation has been made available to the building owner.

**The responsible person's signature on this compliance document affirms that all applicable requirements in this table have been met.**

**DOCUMENTATION AUTHOR'S DECLARATION STATEMENT**

1. I certify that this Certificate of Installation documentation is accurate and complete.

<b>SIGNATORY</b>	<b>Entry</b>
Documentation Author Name	
Documentation Author Signature	
Company	
Date Signed	
CEA/HERS Certification Identification (if applicable)	
Address	
City/State/Zip	
Phone	

**RESPONSIBLE PERSON'S DECLARATION STATEMENT**

2. I certify the following under penalty of perjury, under the laws of the State of California:
1. The information provided on this Certificate of Installation is true and correct.
  2. I am eligible under Division 3 of the Business and Professions Code in the applicable classification to accept responsibility for the system design, construction, or installation of features, materials, components, or manufactured devices for the scope of work identified on this Certificate of Installation and attest to the declarations in this statement (responsible builder/installer), otherwise I am an authorized representative of the responsible builder/installer.
  3. The constructed or installed features, materials, components or manufactured devices (the installation) identified on this Certificate of Installation conforms to all applicable codes and regulations, and the installation conforms to the requirements given on the plans and specifications approved by the enforcement agency.
  4. I reviewed a copy of the Certificate of Compliance approved by the enforcement agency that identifies the specific requirements for the scope of construction or installation identified on this Certificate of Installation, and I have ensured that the requirements that apply to the construction or installation have been met.
  5. I understand that a completed signed copy of this Certificate of Installation shall be posted, or made available with the building permit(s) issued for the building, and made available to the enforcement agency for all applicable inspections, and I will take the necessary steps to accomplish this requirement.
  6. I understand that a completed signed copy of this Certificate of Installation is required to be included with the documentation the builder provides to the building owner at occupancy, and I will take the necessary steps to accomplish this requirement.



SIGNATORY	Entry
Responsible Builder/Installer Name	
Responsible Builder/Installer Signature	
Company Name: (Installing Subcontractor or General Contractor or Builder/Owner)	
Position With Company (Title)	
CSLB License	
Address	
City/State/Zip	
Phone	
Date Signed	

For assistance or questions regarding the Energy Standards, contact the Energy Hotline at: 1-800-772-3300

## NRCI-MCH-25a-H User Instructions

### Section A. System Information

1. This information is automatically pulled from the Certificate of Installation (MCH).
2. This information is automatically pulled from the Certificate of Installation (MCH)
3. This information is automatically pulled from the Certificate of Installation (MCH).
4. This information is automatically pulled from the Certificate of Installation (MCH)
5. This information is automatically pulled from the Certificate of Installation (MCH).
6. This information is automatically pulled from the Certificate of Installation (MCH)
7. Choose the type of refrigerant used by the system being verified. R-22 and R-410A are the most common, but other types may occasionally be encountered.
8. If “Other” is chosen in A07, then indicate the type of refrigerant being used. If R-22 or R-410A is being used (regardless of trade name, Puron, Genetron, etc.) it should be indicated in A07. This row is only for refrigerants other than R-22 and R-410a. Documentation of refrigerant may be requested.
9. If applicable, a liquid line filter drier shall be installed according to manufacturer’s specifications.
10. Indicate whether the HVAC system is Completely New, Replacement or an Alteration. These are defined in detail the Residential Compliance Manual.
11. Select the appropriate choice regarding whether this system has a Fault Indicator Display (FID). Qualifying FID’s may exempt a system from HERS refrigerant charge verification. FID’s are described in Joint Appendix JA6.1. Qualifying FID’s must appear on a list of approved devices kept by the Commission. Installation of a FID does not exempt the installer from proper refrigerant charge verification. It may only exempt the need for third party refrigerant charge verification. Third party verification of the FID is required. Other requirements may also be triggered.
12. Most ducted split systems and package systems are of the type that minimum airflow can be verified using an approved measurement procedure. Examples of systems that do not meet this description are ductless systems. Selecting “No” here may subject the project to additional scrutiny by enforcement personnel.
13. Most ducted split systems and package systems are of the type that approved refrigerant charge verification procedures detailed in Residential Appendix RA3.2.2 or RA1 can be used (i.e., Standard Charge Verification or Winter Setup Verification procedures). Examples of systems that may not meet this description are “mini splits” or variable refrigerant flow systems that may only be charged using weigh-in procedures. Selecting “No” here may subject the project to additional scrutiny.
14. Specify the date the refrigerant charge verification was performed by the installer.
15. Select the refrigerant charge verification method used from the choices provided:
  - Superheat (outdoor temperature must be  $\geq 55^{\circ}\text{F}$ ); this verification method can only be used when the outdoor temperature is at or above  $55^{\circ}\text{F}$ . It is only used on systems with fixed orifice refrigerant metering devices (non-variable metering devices). This method is detailed in Reference Appendix RA3.2.2.6.1. Systems verified using this method may be eligible for HERS verification compliance using Group Sampling. Choosing this option will generate a CF2R-MCH-25a.
  - Subcooling (outdoor temperature must be  $\geq 55^{\circ}\text{F}$ ); this verification method can only be used when the outdoor temperature is at or above  $55^{\circ}\text{F}$ . It is only used on systems with variable metering devices (TXV or EXV). This method is detailed in Reference Appendix RA3.2.2.6.2. Systems verified using this method may be eligible for HERS verification compliance using Group Sampling. Choosing this option will generate a CF2R-MCH-25b.
  - Weigh-in; this verification method can be used at any outdoor temperature allowed by the equipment manufacturer. This method is detailed in Reference Appendix RA3.2.3. Systems verified using this



method are NOT eligible for HERS verification compliance using Group Sampling. Choosing this option will generate a CF2R-MCH-25c.

- Winter Setup (applicable when outdoor temperature is < 55°F); the Winter Setup verification method is a special version of the Subcooling method. It can be used when the outdoor temperature is between 37° and 55°F. It can only be used on equipment where the manufacturer has specifically approved it for the equipment being tested. The Winter Setup procedure is details in Residential Appendix RA1.2. Choosing this option will generate a CF2R-MCH-25e.
- New Package Unit Factory Charge; Choose this option when a new package unit is being installed that has an AHRI rating. This helps ensure that the unit was properly charged at the factory. HERS verification of refrigerant charge may not be required in this case. Choosing this option will generate a CF2R-MCH-25f.

16. Identify who will be performing the verification that is documented on this Certificate of Installation, select from the two options. Note that HERS verification compliance by Group Sampling requires that the installer perform their own refrigerant charge verification as part of the installation of the equipment prior to the system being put into a sample group for possible selection by a HERS rater for verification. If Group Sampling is not intended, the HERS Rater may perform the refrigerant charge verification on behalf of the Installing Contractor (applies to any method but Weigh-In) and the Rater will enter same results on both the CF2R and CF3R.

17. The Group Sampling status is automatically displayed based on the input results of A15 and A16. Group Sampling procedures are detailed Residential Appendix RA2.3.

### Section B. Metering Device Verification

1. Select the correct metering device used on the system being verified. This will check against the refrigerant charge verification method selected in A15. An error message will appear in B02 if the wrong verification method has been selected. Superheat verification can only be used on systems with fixed orifice and Subcool verification can only be used on systems with variable metering devices (TXV or EXV).
2. An error message here indicates that the wrong verification method may have been selected. Superheat verification can only be used on systems with fixed orifice and Subcool verification can only be used on systems with variable metering devices (TXV or EXV).

### Section C. Instrument Calibration

1. Enter the date of most recent Digital Refrigerant Gauge Calibration Field Check. Analog gauges are not allowed for verification purposes under the 2016 Standards. Specification for pressure gauges is found in Residential Appendix RA3.2.2.2.3. Procedures for the field check procedure are detailed in RA3.2.2.4.2. Calibration field check must happen at least once every 30 days.
2. Enter the date of the most recent Digital Thermocouple Calibration. Specifications for thermocouples and temperature sensors can be found in Residential Appendix RA3.2.2.2.2. Procedures for calibration are detailed in RA3.2.2.4.1. Calibration must happen at least once every 30 days.
3. Digital Refrigerant Gauge Calibration status will appear automatically. If the date entered in C01 is more than 30 days prior to date of verification this row will indicate that calibration is required and you will not be allowed to continue filling out this document until calibration is performed.
4. Digital Thermocouple Calibration status will appear automatically. If the date entered in C02 is more than 30 days prior to date of verification this row will indicate that calibration is required and you will not be allowed to continue filling out this document until calibration is performed.

### Section D. Measurement Access Hole (MAH) Verification

1. Indicate the method used to demonstrate compliance with the MAH requirement by selecting the appropriate method from the drop down list. Procedures for installing MAH's are detailed in RA3.2.2.3. Selecting that the MAH cannot be installed consistent with Figure 3.2-1 may result in additional scrutiny by enforcement personnel.

### Section E. Minimum System Airflow Rate Verification

1. This information is automatically calculated based on the information given in A10. This is the target minimum system airflow required for the system being verified.
2. This information is automatically calculated based on the MCH-23 or MCH-28, which documents the measured airflow (or alternative method) of the system being verified. If the measured airflow is not adequate it will not comply with the airflow requirements and refrigerant charge verification cannot be performed until the airflow meets the requirement.

### Section F. Superheat Charge Verification Method – Data Collection

1. Measure and record the lowest return air dry-bulb temperature that occurred during the refrigerant charge procedure in degrees F. This temperature must remain above 70°F during the verification procedure. This requirement is detailed in Residential Appendix RA3.2.2.5.
2. Measure and record the condenser air dry-bulb temperature ( $T_{\text{condenser}}$ ) in degrees F. This value is used to determine the target superheat from table RA3.2-2. This value must be at least 55°F and no more than 115°F to use the Superheat Charge Verification Method.
3. If a value less than 55°F or greater than 115°F is entered in F02 the Superheat Method cannot be used.
4. Measure and record the return air dry-bulb temperature ( $T_{\text{return,db}}$ ) in °F. This measurement is taken at the MAH (or alternate location specified in F01. This procedure is detailed in RA3.2.2.5.
5. Measure and record the return air wet-bulb temperature ( $T_{\text{return,wb}}$ ) in °F. This measurement is taken at the MAH (or alternate location specified in F01. This procedure is detailed in RA3.2.2.5. This value is used to determine the target superheat from table RA3.2-2.
6. Measure and record the suction line temperature ( $T_{\text{suction}}$ ) in °F. This procedure is detailed in RA3.2.2.5. This value is used to calculate the measured superheat.
7. Measure and record the suction line pressure ( $P_{\text{suction}}$ ) in psig. This procedure is detailed in RA3.2.2.5. This value is used to determine the evaporator saturation temperature ( $T_{\text{evaporator,sat}}$ ) from a pressure temperature chart for the appropriate refrigerant (can be internal to a digital gauge), which is entered into F08.
8. Enter the evaporator saturation temperature ( $T_{\text{evaporator,sat}}$ ) from the digital gauge or a separate pressure-temperature chart that corresponds to the suction line pressure entered in F07, in °F.
9. Measured superheat is automatically calculated as the difference between the suction line temperature (F06) and the evaporator saturation temperature (F08)
10. Enter target superheat from Table RA3.2-2. This table requires values for the condenser air dry-bulb temperature (F02) and the return air wet-bulb temperature (F05)
11. System passes superheat method when F10 is within plus or minus 5°F of F09.

### Section G. Verification of Fault Indicator Display

1. Enter the manufacturer name or make of the approved Fault Indicator Display. Must match name shown on the list of approved devices kept by the Commission.
2. Enter the manufacturer model number of the approved Fault Indicator Display. Must match name shown on the list of approved devices kept by the Commission.

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3. The installer must confirm that the FID display module is mounted adjacent to thermostat that controls the system being verified. This requirement is detailed in Residential Appendix RA3.4.2.
4. The installer must confirm that the installed FID is approved and appears the list of approved devices kept by the Commission. This requirement is detailed in Residential Appendix RA3.4.2.
5. The installer must confirm that the system has operated for at least 15 minutes and that they system is operating within acceptable parameters as specified by the FID and equipment manufacturers. This requirement is detailed in Residential Appendix RA3.4.2.

#### **Section H. Indicator Display – Additional Requirements**

1. Additional requirements are items that must be done, but are not specifically required to be checked by the HERS rater. By signing the Declaration Statement on this document, the installer is declaring that all of these additional requirements have been met. The requirement for installing FIDs to manufacturer’s specifications (unless factory installed) can be found in Joint Appendix JA6.1.3.
2. Additional requirements are items that must be done, but are not specifically required to be checked by the HERS rater. By signing the Declaration Statement on this document, the installer is declaring that all of these additional requirements have been met. The requirement for providing manufacturer’s instructions and other documentation for FIDs can be found in Joint Appendix JA6.1.4.

#### **Documentation Declaration Statements**

1. The person who prepared the NRCI will sign and complete the fields for their name, company (if applicable), address, phone number, certification information (if applicable), date and signature.
2. The person who is assuming responsibility for the project being built to comply with Title 24, Part 6, will complete the fields for their name, company (if applicable), address, phone number, license number (if applicable), date and signature.