



## ATTACHMENT A: INSTALLER CERTIFICATION CHECKLIST

*This document is part of the Polar Breeze LLC Comprehensive Service Agreement. It must be completed and signed by the Installer before the Performance Guarantee activates.*

**CRITICAL:** This form MUST be completed and signed by the Installer before the Performance Guarantee activates. Incomplete or missing forms void the Performance Guarantee regardless of Service Tier.

### A.1 Project Information

Project Address: \_\_\_\_\_

Installer Company Name: \_\_\_\_\_

Installer DOPL License #: \_\_\_\_\_

Installer Contact Phone: \_\_\_\_\_

Installer Contact Email: \_\_\_\_\_

Date of Installation Start: \_\_\_\_\_

Date of Installation Completion: \_\_\_\_\_

Date of This Certification: \_\_\_\_\_

Polar Breeze LLC Plans Revision #: \_\_\_\_\_

Plans Date: \_\_\_\_\_

### A.2 Pre-Installation Verification

**I, the undersigned Installer, certify under penalty of perjury that each of the following is true and accurate. Items marked with a green check (✓) are mandatory pre-filled items. Items marked with an empty box (■) require Installer verification.**

- ✓ I have received and reviewed the complete set of Polar Breeze LLC stamped Plans prior to beginning installation.
- ✓ I have attended the pre-installation meeting with Designer (Premium/Elite projects). Meeting may be conducted in person, by phone, or via video at Designer's discretion.
- ✓ I understand that ANY deviation from Plans without written approval voids the Performance Guarantee.
- ✓ I hold a current, valid Utah DOPL HVAC contractor license in good standing.
- ✓ I maintain General Liability insurance of at least \$1,000,000 per occurrence / \$2,000,000 aggregate.
- ✓ I maintain Workers' Compensation insurance as required by Utah law.
- ✓ I have designated Polar Breeze LLC and the Client as additional insureds.
- ✓ All technicians hold current EPA Section 608 certification for applicable refrigerants.
- ✓ I understand and will comply with the Airflow Excellence Principles.
- ✓ I will not connect any ducts to plenum ends — all connections at sides or bottom only.



- ✓ I will install trunk ducts with progressive size reductions (funnel design) per Plans.
- ✓ I will install all flex duct with ≤10% compression, support every 4 feet, no kinks.
- ✓ I will seal all joints with UL 181-rated mastic or metal tape — no cloth duct tape.
- ✓ I will install insulation at R-values specified in Plans.
- ✓ I will install registers and grilles in exact locations, types, and sizes per Plans.
- ✓ I will provide Polar Breeze opportunity to inspect ductwork BEFORE drywall/ceilings close.
- ✓ I will notify Designer immediately if other trades damage or alter any ductwork.

### A.3 Installation Completion Verification

The Installer must verify each of the following upon completion:

- All trunk duct dimensions match Plans — no undersizing, no constant-size runs where reductions are specified.
- All branch duct runs match Plans — correct lengths, sizes, routing, and connections.
- All fittings and transitions installed per ACCA Manual D and SMACNA specifications.
- Turning vanes installed in all elbows per Plans.
- Equipment matches Plans: correct manufacturer, model, tonnage, and airflow rating.
- Equipment installed per manufacturer instructions with correct clearances.
- Refrigerant lines installed, pressure tested, and charged per manufacturer specs.
- Thermostat installed in specified location with correct wiring.
- System start-up performed per manufacturer procedures in both heating and cooling modes.
- Airflow balancing completed with CFM measurements at each register.
- Static pressure measurements taken and within manufacturer's rated limits.
- Temperature measurements taken per Measurement Protocol (Section 5.5).
- No field modifications were made without Designer's prior written approval.
- Pre-close inspection was provided to Polar Breeze before drywall was closed.

### A.4 Field Changes and Deviations

List ALL field changes or deviations from Plans. If none, write "NONE."

Change #	Description of Change	Reason	Designer Approval?	Date
1				
2				
3				
4				



Change #	Description of Change	Reason	Designer Approval?	Date
5				
6				

### A.5 Photo Documentation Checklist

Confirm photos have been taken and attached:

- Trunk lines — minimum 6 photos showing sizes, reductions, and transitions.
- Supply and return plenums — confirming no end connections.
- Equipment — model plates, clearances, and connections.
- Sealing — mastic application on trunk joints and critical connections.
- Insulation — ducts in unconditioned spaces with R-value labels visible.
- Registers — installed supply registers and return grilles in final locations.
- Before/after photos of ductwork (Premium/Elite).

**CRITICAL — DEVIATIONS VOID PERFORMANCE GUARANTEE:** Even if all documentation on this checklist is correct and complete, ANY deviation from the Plans that was not pre-approved in writing by Designer voids the Performance Guarantee for the affected areas. This includes deviations that may appear minor. No exceptions.

### A.6 Third-Party Damage Acknowledgment

By signing below, the Installer acknowledges that if other trades damage or alter Polar Breeze's designed ductwork or system components, the responsible trade bears the cost of diagnosis, repair, and re-commissioning. The Performance Guarantee is suspended for affected areas until damage is fully repaired and the system is re-commissioned.

### A.7 Installer Certification Statement

**INSTALLER CERTIFICATION:** I certify under penalty of perjury under Utah law that all information in this checklist is true, accurate, and complete. I understand that false statements may constitute fraud, void the Performance Guarantee, and subject me to legal liability.

Installer Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Utah DOPL License #: \_\_\_\_\_

#### CLIENT ACCEPTANCE:

I have reviewed the Installer's certification and accept the installation as represented.



## POLAR BREEZE LLC

HVAC Design & Commissioning | Utah County UT | Optimizing Comfort · Elevating Happiness

POLAR BREEZE LLC  
SERVICE AGREEMENT

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Client Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_