Installation Quality Record

SAMPLE • Illustrative handoff format. Actual readings, photos, people and dates belong to the specific installation.

The question that started the visit

Example concern: “One upstairs bedroom feels warmer than the rest of the house.” At a real visit, capture the homeowner’s wording and the conditions when the problem occurs.

What your copy shows	Sample field or explanation
Agreed work	Equipment selected, locations, duct changes, exclusions and the reason each item was included.
One installation check	Test performed and operating conditions. The installer records the applicable target, its source, the actual reading with units and what it means for your home.
Photo evidence	Dated photo and caption for the installed equipment and the work being verified.
An open item	Any check that must be completed later, who owns it and when it will be reviewed.
Who to call	The installation business, the routine service partner and the FirstCraft contact for an unresolved project issue.

At your handoff

Review this record with your FirstCraft project lead. Your copy should explain what was checked, what is still open, how to request service and when to expect the next contact.