
Prepare the visit.

To complete with the customer and the responsible professional.

Project / date / contact

Building and areas served

Existing equipment / ductwork

Proposed combination and exact references

Location / access / drainage to assess

Questions and constraints to confirm

Next step / owner / due date

Preparation record: not a substitute for technical assessment or manuals.

A clear handover.

- ☐ Model references and serial numbers recorded
- ☐ Commissioning date and provider recorded
- ☐ Manufacturer manuals given to the customer
- ☐ Controls and use explained according to manuals
- ☐ Care and filter access explained according to manuals
- ☐ Written warranty terms supplied, if available
- ☐ Invoice, support contacts and passport provided
- ☐ Outstanding work or documents recorded

Outstanding items

Provided by / date / received by

This checklist is not a certificate of compliance.

Keep a record.

Model and serial number

Date / professional / contact details

Request or observed symptom

Work performed and documents provided

Planned follow-up / date / owner

Documents to present VINO

NORA, AERA, LUMA presentations and customer guide:
vinotech.ca/en/installer-kit/

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