

Step 1: Select three contractors to evaluate.

Contractor 1: \_\_\_\_\_

Contractor 2: \_\_\_\_\_

Contractor 3: \_\_\_\_\_

Step 2: Use the checklist below to determine the best qualified contractor to meet your needs.

Contractor 1	Contractor 2	Contractor 3	Topics of Interest
_____	_____	_____	Number of systems installed
_____	_____	_____	Years in business
_____	_____	_____	List of references- Call them!
_____	_____	_____	Certification and training in loop design and installation
_____	_____	_____	Mechanical license
_____	_____	_____	Industry-related memberships and training
_____	_____	_____	24-hour emergency service
_____	_____	_____	Performed heat gain/loss calculation for proper equipment sizing
_____	_____	_____	Designed system to maintain min. indoor temperature of 70 degrees when it's 0 degrees outside
_____	_____	_____	Designed system to maintain max. indoor temperature of 75 degrees when it's 95 degrees outside
_____	_____	_____	Designed system to maintain without auxiliary heat an in-floor temperature of 72 degrees when it's 0 to 10 degrees outside
_____	_____	_____	Provide you with an estimate of annual operating costs
_____	_____	_____	Inquired about future remodeling and/or addition plans
_____	_____	_____	Open loop: Discussed sizing with you
_____	_____	_____	Closed loop: Discussed location with you
_____	_____	_____	Reviewed proper duct design
_____	_____	_____	Discussed operation and maintenance
_____	_____	_____	Dealer and manufacturer warranties
_____	_____	_____	Utility programs and energy rates
_____	_____	_____	Financing options
_____	_____	_____	Utility upgrades and transformer location
_____	_____	_____	<b>Total Boxes Checked</b>