

## **Service of Geothermal (Ground Source Heat Pump) Systems**

*A list of items is provided below to help you prepare to work with your GSHP professional to maintain or service your GSHP system. Depending upon the specifics of the installation, additional information may be required.*

Some items are more appropriate for either residential or commercial applications:

- Your role: Are you the owner, architect, engineer, general contractor, or other, seeking design or construction assistance?
- Residential or commercial?
- When was the system installed?
- Is the system currently having problems or do you need general maintenance of the system?
- For problematic systems, can you describe the issues or concerns?
- Do you have a description of the heat pumps, such as make and model, and if multiple units do you have a schedule of the equipment installed?
- Do you have any as-built documentation that can be provided?
- Do you have any original plans of the mechanical system design or other background materials, including manuals or operating instructions, photographs, description of the ground heat exchanger, other?
- Do you have any service history documentation that can be reviewed?
- Do any issues or problems coincide with any changes to the building, including controls, building usage, or other impacts on the mechanical system?
- Is the building/project/GSHP installation part of a contentious situation, or currently under any litigation, or has been in the past?
- Can a site visit be scheduled?