



**Print this sheet and use for reference when choosing your contractor.*

Contractor Qualification Checklist

Reputation

- State Mechanical License
- EPA Certification
- BBB Status in good standing
- Supplier Reference Letter
- Client Reference Letters

Stability

- Insurance Certificate - not "self insured"
- Bank Character Reference Letter

Workmanship & Safety

- | Get a written bid (on a legitimate company form) listing specific model numbers, suggested equipment to be installed and a complete scope of work to be performed.
- | Project quality compliance audit and checklist
- Post job follow up CSV survey
- Photo ID badges listing the technicians and/or installers certification level
- Employee background check and status
- | Ongoing technical OEM training

Professionalism & Service

- "Satisfaction" Guarantee
- "No-Lemon" Guarantee