

Texas Department of Housing and Community Affairs

MANUFACTURED HOUSING DIVISION

P. O. BOX 12489 Austin, Texas 78711-2489
(800) 500-7074, (512) 475-2200 FAX (512) 475-3506
Internet Address: www.tdhca.texas.gov/mhd

INSTALLATION CHECKLIST

HUD Label or Texas Seal # (s): _____ **Serial # (s):** _____

Date of installation: _____ Wind Zone: _____

Humid/fringe status: _____

Required Testing

Electrical testing - At the time of installation, the following tests must be performed:

___ All site installed or shipped loose fixtures must be polarity tested to determine that the connections have been properly made.

___ All grounding and bonding conductors installed or connected during the home installation must be tested for continuity.

___ An operational test must be performed on all electrical lights, equipment, ground fault circuit interrupters and appliances to demonstrate that all equipment is connected and functioning properly.

___ All smoke detectors are functional and in working order.

Water testing – At the time of installation the water system must be inspected and tested for leaks after completion at the site. (The water heater must be disconnected when using an air-only test.)

Drainage system testing: At the time of installation the drainage system must be inspected and tested for leaks after completion at the site.

Fuel testing procedures: The gas system must be inspected and tested for leaks after completion at the site.

Method of installation – if a copy is not included because the installation was done to a method that the licensed installer uses from time to time, where is a copy of the actual methods in the installer's records?

Once the home installation is complete an Operational Test will be performed to ensure that all doors and windows are operational.

You must complete the following as part of your installation responsibility.

- SITE PREPARATION
- LIST OF EACH DEVICE USED
- LOAD BEARING CAPACITY OF SOIL
- IS A VAPOR RETARDER REQUIRED?

And as applicable:

- SPACING OF PIERS
- SPACING OF ANCHORS
- NUMBER OF DIAGONAL TIES

Was the installer contracting directly with the consumer or were they subcontracted by another retailer or installer? Attach a copy of each contract.

Attach a list of each person who worked on the installation and how to contact them.

If Air Conditioner was provided, name and license number of Air Conditioner installer:

_____.

Copy of any required move permits should be attached.