



Decommissioning Checklist for Heat Pump Installations

The decommissioning checklist items below are required when a customer elects to have an existing fossil fuel space heating or domestic hot water (DHW) heating appliance retired or removed in conjunction with the installation of an eligible heat pump system. The Participating Contractor overseeing eligible work under the Program remains responsible for complying with all Program rules and applicable federal, state, and municipal laws, regulations, and codes in connection with all work performed on behalf of the customer. Please refer to Section 5.10 of the [Program Manual](#) for heat pump installation requirements.

Please refer to the table below to identify the proper checklist based on the work to be performed. If the specific work scope is encountered that is not reflected in one of the scenarios below, then please contact Contractor Support at support.residential@nyserdera.ny.gov or call 1-800-284-9069.

Fuel Type	Heating System Decommission Status	DHW Status	Checklist
Natural Gas or Propane	To be Removed	To be Removed	1
Natural Gas or Propane	To be Removed	To Remain Active	2
Natural Gas or Propane	To be Decommissioned and Left in Place	To be Decommissioned and Left in Place	3
Fuel Oil	To be Removed	To be Removed	4
Fuel Oil	To be Removed	To Remain Active	5
Fuel Oil	To be Decommissioned and Left in Place	To be Decommissioned and Left in Place	6
2-4 Family Units	See Scenarios in Checklist	See Scenarios in Checklist	7

*This is reserved for 2- to 4-family buildings where at least one dwelling unit will remain connected to the existing fossil fuel system.

Checklist 1

Removal of an Existing Natural Gas or Propane Heating Appliance *and* DHW Appliance

If **ALL** the following conditions are met, then complete the checks below.

- Fuel type is either natural gas or propane for the heating system.
- Fuel type is either natural gas or propane for the DHW system.
- The heating appliance (boiler or furnace) has been removed from the site.
- The DHW appliance (standalone or indirect water heater) has been removed from the site.
- The building is a single-family building.

ALL checklist items must be completed.

- Remove the natural gas or propane space heating appliance.
- Remove the natural gas or propane domestic hot water appliance.
- Remove and permanently cap all connecting fuel lines to the heating appliance.
- Remove and permanently cap all connecting fuel lines to the DHW appliance.
- Permanently seal any exhaust vent openings from the heating appliance.
- Permanently seal any exhaust vent openings from the DHW appliance.

Disconnect the existing heating distribution system by completing one of the following.

- If the existing system is a ducted system and the ductwork is no longer used, remove existing ductwork or disconnect and seal ductwork air handler connections and close all supply and return registers.
- If the existing system is a hydronic system, drain and remove all zone circulator pumps and cap all circulation pipes.

Notify gas company by completing one of the following.

- If decommissioning of a natural gas space heating and DHW system removes all natural gas use in the building, call gas company to remove meter and riser.
- Decommissioning of the natural gas space heating and DHW system did not remove all natural gas use in the building. Other building appliances use natural gas.
- N/A, the fuel type for the home is propane.

Notify fuel delivery company by completing one of the following.

- If decommissioning of a propane space heating and DHW appliance removes all propane use in the building, call the propane delivery company to recover its storage tank.
- Decommissioning of the propane space heating and DHW system did not remove all propane use in the building. Other building end uses propane.
- N/A, the fuel type for the home is natural gas.



Checklist 2

Removal of an Existing Natural Gas or Propane Heating Appliance While Leaving a Standalone Domestic Water Heater in Operation (Only Heating Appliance Is Removed)

If **ALL** the following conditions are met, then complete the checks below.

- Fuel type is either natural gas or propane for the heating system.
- Fuel type is natural gas, propane, or electric for the DHW system.
- The heating appliance (boiler or furnace) has been removed from the site.
- The DHW appliance is a standalone water heater and has not been removed from the site.
- The building is a single-family building.

ALL checklist items must be completed.

- Remove the natural gas or propane space heating appliance.
- Remove all connecting fuel lines to the heating appliance.
- Permanently seal any exhaust vent openings from the heating appliance.

Disconnect the existing heating distribution system by completing one of the following.

- If the existing system is a forced air furnace system and the ductwork is no longer used, remove existing ductwork or disconnect and seal ductwork air handler connections and close all supply and return registers if possible.
- If the existing system is a boiler system, drain and remove all zone circulator pumps and cap all circulation pipes.

Reconfigure or decommission the existing space heating thermostatic control by completing one of the following.

- If a new thermostat is installed to control the heat pump, remove the existing thermostat controlling the natural gas or propane space heating appliance.
- If the existing space heating system thermostat is to be used for controlling the heat pump, remove the existing space heating control module and wiring for any space heating appliance removed.

Verify if DHW system exhaust vent resizing is required by completing one of the following.

- Confirmed the DHW and space heating appliances do share a chimney or an exhaust vent. Measured draft pressure, conducted spillage test, and confirmed the DHW system's exhaust vent does need to be resized.
Original Chimney/Exhaust Vent Dimensions: _____ Final/Resized Chimney/Exhaust Vent Dimensions: _____
- Confirmed the DHW and space heating appliances do share a chimney or an exhaust vent. Measured draft pressure, conducted spillage test, and confirmed the DHW system's exhaust vent does not need to be resized.
- Confirmed the DHW and space heating appliances do not share a chimney or exhaust vent. No resizing of the DHW system's exhaust vent is required.



Checklist 3

Decommissioning of Natural Gas or Propane Heating System *and* DHW System (Neither Appliance Is Removed)

If **ALL** the following conditions are met, then complete the checks below.

- Fuel type is either natural gas or propane for the heating system.
- Fuel type is either natural gas or propane for the DHW system.
- The heating appliance (boiler or furnace) has not been removed from the site but has been decommissioned.
- The DHW appliance (standalone or indirect water heater) has not been removed from the site but has been decommissioned.
- The building is a single-family building.

ALL checklist items must be completed.

- Remove fuel lines to the space heating and DHW heating appliance(s) as far back to the source as possible to minimize the length of any unused fuel line(s) remaining in the building. For natural gas, remove the fuel line(s) as far back to the natural gas meter as possible. For propane, remove the fuel line(s) as far back to the propane regulator as possible.
- Permanently seal exhaust vent openings for the space heating appliance being decommissioned.
- Permanently seal exhaust vent openings for the DHW appliance being decommissioned.
- Remove burner assembly on space heating appliances being decommissioned.
- Remove burner assembly on DHW appliances being decommissioned.

Disconnect the existing heating distribution system by completing one of the following.

- If the existing system is a forced air furnace system and the ductwork is no longer used, remove existing ductwork or disconnect and seal ductwork air handler connections and close all supply and return registers if possible.
- If the existing system is a boiler system, drain and remove all zone circulator pumps and cap all circulation pipes.

Reconfigure or decommission the existing space heating thermostatic control by completing one of the following.

- If a new thermostat is installed to control the heat pump, remove the existing thermostat controlling the natural gas or propane space heating appliance.
- If the existing space heating system thermostat is to be used for controlling the heat pump, remove the existing space heating control module and wiring for any space heating appliance decommissioned.

Notify gas company by completing one of the following.

- If decommissioning of a natural gas space heating and DHW system removes all natural gas use in the building, call gas company to remove meter and riser.
- Decommissioning of the natural gas space heating and DHW system did not remove all natural gas use in the building. Other building end uses natural gas.
- N/A, the fuel type for the home is propane.

Notify fuel delivery company by completing one of the following.

- If decommissioning of a propane space heating and DHW appliance removes all propane use in the building, call the propane delivery company to recover its storage tank.
- Decommissioning of the propane space heating and DHW system did not remove all propane use in the building. Other building end uses propane.
- N/A, the fuel type for the home is natural gas.

Checklist 4

Removal of an Existing Fuel Oil Heating Appliance *and* DHW Appliance

If **ALL** the following conditions are met, then complete the checks below:

- Fuel type is fuel oil for the heating system.
- Fuel type is fuel oil for the DHW system.
- The heating appliance (boiler or furnace) has been removed from the site.
- The DHW appliance (standalone or indirect water heater) has been removed from the site.
- The building is a single-family building.

ALL checklist items must be completed.

- Remove the fuel oil space heating appliance.
- Remove the fuel oil domestic hot water appliance.
- Remove fuel lines to the space heating and DHW heating appliance(s) as far back to the source as possible in order to minimize the length of any unused fuel line(s) remaining in the building. For fuel oil, remove the fuel line(s) as far back to the storage tank as possible.
- Permanently seal any exhaust vent openings from the heating appliance.
- Permanently seal any exhaust vent openings from the DHW appliance.
- Remove the heating/fuel oil fill pipe or fill it with concrete to prevent inadvertent heating/fuel oil delivery.

Disconnect the existing heating distribution system by completing one of the following.

- If the existing system is a forced air furnace system and the ductwork is no longer used, remove existing ductwork or disconnect and seal ductwork air handler connections and close all supply and return registers if possible.
- If the existing system is a boiler system, drain and remove all zone circulator pumps and cap all circulation pipes.

Reconfigure or decommission the existing space heating thermostatic control by completing one of the following.

- If a new thermostat is installed to control the heat pump, remove the existing thermostat controlling the fuel oil space heating appliance.
- If the existing space heating system thermostat is to be used for controlling the heat pump, remove the existing space heating control module and wiring for any space heating appliance removed.

Decommission the heating/fuel oil tank by completing one of the following.

- BEST PRACTICE: Remove the heating/fuel oil tank in accordance with all applicable federal, state, and municipal laws, regulations, and codes by removing the vent line and either removing the fill line or capping it with cement.
- Close the heating tank in accordance with all applicable federal, state, and municipal laws, regulations, and codes by emptying the tank, purging all vapors, filling the tank with an inert substance such as sand, and removing or capping the fill line with concrete (leave vent line in place).



Checklist 5

Removal of an Existing Heating Fuel Oil Appliance While Leaving a Standalone Domestic Water Heater in Operation (Only Heating Appliance Is Removed)

If **ALL** the following conditions are met, then complete the checks below:

- Fuel type is fuel oil for the heating system.
- Fuel type is fuel oil for the DHW system.
- The heating appliance (boiler or furnace) has been removed from the site.
- The DHW appliance is a standalone water heater and has not been removed from the site.
- The building is a single-family building.

ALL checklist items must be completed.

- Remove the fuel oil space heating appliance.
- Remove all connecting fuel lines to the heating appliance.
- Permanently seal any exhaust vent openings from the heating appliance.

Disconnect the existing heating distribution system by completing one of the following.

- If the existing system is a forced air furnace system and the ductwork is no longer used, remove existing ductwork or disconnect and seal ductwork air handler connections and close all supply and return registers if possible.
- If the existing system is a boiler system, drain and remove all zone circulator pumps and cap all circulation pipes.

Reconfigure or decommission the existing space heating thermostatic control by completing one of the following.

- If a new thermostat is installed to control the heat pump, remove the existing thermostat controlling the fuel oil space heating appliance.
- If the existing space heating system thermostat is to be used for controlling the heat pump, remove the existing space heating control module and wiring for any space heating appliance removed.

Verify if DHW system exhaust vent resizing is required by completing one of the following.

- Confirmed the DHW and space heating appliances do share a chimney or an exhaust vent. Measured draft pressure, conducted spillage test, and confirmed the DHW system's exhaust vent does need to be resized.
Original Chimney/Exhaust Vent Dimensions: _____
Final Chimney/Exhaust Vent Dimensions: _____
- Confirmed the DHW and space heating appliances do share a chimney or an exhaust vent. Measured draft pressure, conducted spillage test, and confirmed the DHW system's exhaust vent does not need to be resized.
- Confirmed the DHW and space heating appliances do not share a chimney or exhaust vent. No resizing of the DHW system's exhaust vent is required.



Checklist 6

Decommissioning of an Existing Fuel Oil Heating System *and* DHW System (Neither Appliance Is Removed)

If **ALL** the following conditions are met, then complete the checks below:

- Fuel type is fuel oil for the heating system.
- Fuel type is fuel oil for the DHW system.
- The heating appliance (boiler or furnace) has not been removed from the site but has been decommissioned.
- The DHW appliance (standalone or indirect water heater) has not been removed from the site but has been decommissioned.
- The building is a single-family building.

ALL checklist items must be completed.

- Remove fuel lines to the space heating and DHW heating appliance(s) as far back to the source as possible in order to minimize the length of any unused fuel line(s) remaining in the building. For fuel oil, remove the fuel line(s) as far back to the storage tank as possible.
- Permanently seal exhaust vent openings for the space heating appliance being decommissioned.
- Permanently seal exhaust vent openings for the DHW appliance being decommissioned.
- Remove burner assembly on space heating appliances being decommissioned.
- Remove burner assembly on DHW appliances being decommissioned.

Disconnect the existing heating distribution system by completing one of the following.

- If the existing system is a forced air furnace system and the ductwork is no longer used, remove existing ductwork or disconnect and seal ductwork air handler connections and close all supply and return registers if possible.
- If the existing system is a boiler system, remove all zone circulator pumps and cap all circulation pipes.

Reconfigure or decommission the existing space heating thermostatic control by completing one of the following.

- If a new thermostat is installed to control the heat pump, remove the existing thermostat controlling the natural gas or propane space heating appliance.
- If the existing space heating system thermostat is to be used for controlling the heat pump, remove the existing space heating control module and wiring for any space heating appliance decommissioned.

Decommission the heating/fuel oil tank by completing one of the following.

- BEST PRACTICE: Remove the heating/fuel oil tank in accordance with all applicable federal, state, and municipal laws, regulations, and codes by removing the vent line and either removing the fill line or capping it with cement.
- Close the heating tank in accordance with all applicable federal, state, and municipal laws, regulations, and codes by emptying the tank, purging all vapors, filling the tank with an inert substance such as sand, and removing or capping the fill line with concrete (leave vent line in place).

Checklist 7

Decommissioning of Selected Apartment Heating Distribution Systems Served by Natural Gas, Propane, or Fuel Oil Heating System in 2- to 4-Family Buildings

If **ALL** the following conditions are met, then complete the checks below.

- Fuel type is natural gas, propane, or fuel oil for the heating system.
- Space heating system prior to decommissioning serves two or more apartments in a 2- to 4-family building and is only being decommissioned for a select number of apartments.
- Space heating system is being kept in service for at least one or more apartments that did not receive a Clean Heat program eligible heat pump.
- The heating appliance serving the apartments is a boiler or furnace.
- The building is a 2-4 unit building.

Note for situations in which the space heating system is being fully decommissioned and will no longer serve any of the apartments, follow the guidance in sections 1–6, as appropriate.

All required actions must be completed, unless otherwise noted.

If the existing heating system is a **boiler**, disconnect the existing heating distribution system for the apartment(s) receiving the heat pump installation by completing **all** the following.

- Remove all zone circulator pumps and/or zone valves and cap all circulation pipes serving the apartment(s) receiving the heat pump.
- Disconnect pipes connecting all hydronic baseboards or steam radiators in the apartment(s) receiving the heat pump installation as flush to the floor as possible to reduce the possibility of reconnection and to prevent injury.

If the existing heating system is a **furnace**, disconnect the existing heating distribution system for the apartment(s) receiving the heat pump installation by completing **one** of the following.

- Permanently seal off both the supply and return ductwork serving the apartment(s) receiving the heat pump air handler connections (preferred).
- Close all duct dampers serving the apartment zone sufficient to stop both supply and return air.
- Close all supply and return registers serving the apartment zone sufficient to stop both supply and return air.

If the existing heating system is either a **furnace or boiler**, reconfigure or decommission the existing space heating thermostatic control by completing **one** of the following.

- If a new thermostat is installed to control the heat pump in the apartment(s) receiving the heat pump, remove the existing thermostat controlling the space heating appliance in the apartment(s) receiving the heat pump.
- If the existing space heating system thermostat in the apartment(s) receiving the heat pump is to be used for controlling the new heat pump, remove wiring between the control module and the space heating system for the space heating zones serving the apartment(s) receiving the heat pump installation.

If the existing heating system uses **fuel oil**, complete the following.

- Contact heating fuel oil delivery company to notify it of the change in use of heating/fuel oil, which will impact any automatic delivery schedule to require less frequent deliveries.