

Which decommissioning checklist do I use?

There are a total of 5 checklists contingent on existing conditions. To determine which checklist to use, follow these steps:

1. **Identify the Type of System:**
 - Determine if the system being decommissioned is a natural gas, oil, propane, electric resistance, or non-cold climate ASHP, or if it's a DHW system.
2. **Assess the Scope of Decommissioning:**
 - Are you decommissioning the entire heating system?
 - Does the heating appliance need to remain operational to provide DHW?
 - Are you decommissioning an electric resistance or ASHP system? Is this a multi-unit building where some units still rely on the system?
3. **Use the Appropriate Checklist:**
 - Based on your answers, select the correct checklist using the table below
4. Checklist 5 should only be used in addition to other checklists if a **separate DHW system** being decommissioned. If the heating appliance is providing DHW, use Checklist 1 or Checklist 2, but **do not use Checklist 5**.
5. **If multiple heating system types are present** (e.g., natural gas and electric resistance), checklists must be completed and submitted for each system type.

Type of System Being Decommissioned	Is Entire Heating System Being Decommissioned	Does The Heating Appliance Have to Remain Operational to Provide DHW	Is it an Electric Resistance or Non-Cold Climate ASHP System?	Is This a 2-4 Unit Building with Some Units still using the Existing Heating System?	Checklist
Natural Gas, Oil or Propane Heating System	Yes	No	No	No	1
Natural Gas, Oil or Propane Heating System	No	Yes	No	No	2
Electric Resistance or Non-Cold Climate ASHP	Yes	No	Yes	-	3
Natural Gas, Oil or Propane Heating System (2-4 Unit Building)	No	-	No	Yes	4
DHW System Only	DHW System Only				Checklist
Existing Natural Gas, Oil or Propane Domestic Hot Water (DHW) System	Yes				5

Checklist 1: For Whole-Building Decommissioning of Existing Natural Gas, Oil, or Propane Heating Systems

All work should be completed in compliance with local, state, and national rules, regulations and building codes, which supersede any statements or requirements below. If a requirement below conflicts with local, state, or national rules, regulations, or building codes, do not follow the requirement. Instead, describe the variance in the notes field.

Contractor Name:		Project Address:	
For All Projects:			
Take Pre & Post Decommissioning Photos (Time & Date Stamped): <ul style="list-style-type: none"> <input type="checkbox"/> Existing space heating appliance (if removed, photo must be taken with appliance off-site) <input type="checkbox"/> Existing water heating appliance <input type="checkbox"/> Exhaust vents of existing space heating appliance and water heater (if vented) <input type="checkbox"/> Supply and return ductwork where it connects to the decommissioned appliance (if applicable) <input type="checkbox"/> Supply and return steam or hot water distribution pipes leaving the existing heating appliance (if applicable) <input type="checkbox"/> Fuel line(s), at the appliance valve(s) and (pre-installation) connection to appliance being decommissioned <input type="checkbox"/> Space heating control module <input type="checkbox"/> Burner assembly <input type="checkbox"/> Fuel tank and fill line, propane, or oil (if applicable and visible) <input type="checkbox"/> Thermostat(s) 		Actions: <ul style="list-style-type: none"> <input type="checkbox"/> Notify customer(s) that they must call their gas utility or fuel provider to inform them of reduced or eliminated usage. Con Edison: 1-800-75-CONED; National Grid: 1-718-643-4050 <input type="checkbox"/> Remove thermostat(s) if it will not be used to control new heat pumps <input type="checkbox"/> Seal any disconnected ductwork with rigid metal caps and fasteners <input type="checkbox"/> Seal any hydronic or steam distribution system piping. For hydronic systems: use metal soldered caps, threaded fittings, press fittings, or brazing. For steam systems: use a threaded fitting or PVC cap with a metal clamp. <input type="checkbox"/> Remove exhaust venting for decommissioned appliance. Seal exhaust opening with rigid metal caps and fasteners, or repair wall penetration if exhaust vent is fully removed <input type="checkbox"/> If existing natural gas, oil, or propane water heater will remain operational and shares a flue with the decommissioned appliance, modify exhaust duct according to local, state, and national building codes to enable continued venting of water heater and ensure there is a working CO detector within range of the appliance <input type="checkbox"/> Disconnect appliance power supply and remove visible wiring to the decommissioned appliance 	
If Removing Existing Heating Appliance:		For Natural Gas Appliances:	
<ul style="list-style-type: none"> <input type="checkbox"/> Completely remove the existing space heating appliance from site 		<ul style="list-style-type: none"> <input type="checkbox"/> Disconnect and remove visible fuel line to the appliance valve and cap with a press fitting or a threaded fitting using thread sealant 	
If Disabling Existing Heating Appliance and Leaving in Place:		For Fuel Oil or Propane Appliances:	
<ul style="list-style-type: none"> <input type="checkbox"/> Remove the burner assembly (including the ignitor and fuel piping inside the appliance) <input type="checkbox"/> Remove the control module (including ignition controls, pressure controls, and zone pump valves as appropriate) and disconnect and remove wiring <input type="checkbox"/> Remove any circulation pumps and valves (hydronic/hot water systems only) 		<ul style="list-style-type: none"> <input type="checkbox"/> Disconnect and remove visible fuel lines to the decommissioned appliance (including the oil filter) and cap with a threaded fitting <input type="checkbox"/> If fuel oil or propane will no longer be used in the home, follow appropriate local, state, and federal code concerning the removal or filling of the oil or propane tank <input type="checkbox"/> If removing oil or propane tank or project is located in NYC, remove the fuel fill line and seal all wall penetrations <input type="checkbox"/> If oil tank is not removed, have customer sign Con Edison Leaving Oil Tanks When Switching to Heat Pumps document 	
Notes:			

**Checklist 2: For Whole-Building Decommissioning of Existing Natural Gas, Oil, or Propane Heating Systems
Where Existing Heating System Continues to Provide Domestic Water Heating**

All work should be completed in compliance with local, state, and national rules, regulations and building codes, which supersede any statements or requirements below. If a requirement below conflicts with local, state, or national rules, regulations, or building codes, do not follow the requirement. Instead, describe the variance in the notes field.

Contractor Name:		Project Address:	
For All Projects:			
Take Pre & Post Decommissioning Photos (Time & Date Stamped): <input type="checkbox"/> Existing space heating appliance <input type="checkbox"/> Exhaust vents of existing space heating appliance <input type="checkbox"/> Supply and return steam or hot water distribution pipes leaving the existing heating appliance (if applicable) <input type="checkbox"/> Zone relay and associated wiring (if applicable) <input type="checkbox"/> Thermostat(s)		Actions: <input type="checkbox"/> Notify customer(s) that they must call their gas utility or fuel provider to inform them of reduced or eliminated usage. Con Edison: 1-800-75-CONED; National Grid: 1-718-643-4050 <input type="checkbox"/> Remove thermostat(s) if it will not be used to control new heat pumps <input type="checkbox"/> Remove any circulation pumps and valves not necessary for DHW production <input type="checkbox"/> Seal any hydronic or steam distribution system piping leaving the appliance for space heating purposes. For hydronic systems: use metal soldered caps, threaded fittings, press fittings, or brazing. For steam systems: use a threaded fitting or PVC cap with a metal clamp.	
Notes:			

Checklist 3: For Whole-Building or Individual Apartment Decommissioning of Existing Electric Resistance or Non-ccASHP Heating Systems

All work should be completed in compliance with local, state, and national rules, regulations and building codes, which supersede any statements or requirements below. If a requirement below conflicts with local, state, or national rules, regulations, or building codes, do not follow the requirement. Instead, describe the variance in the notes field.

Contractor Name:		Project Address:	
For Electric Resistance Heating Systems:			
Take Pre & Post Decommissioning Photos (Time & Date Stamped): <input type="checkbox"/> Electric resistance system <input type="checkbox"/> Zonal heaters (including baseboards) <input type="checkbox"/> Wall heaters <input type="checkbox"/> Radiant systems <input type="checkbox"/> Thermostat(s) controlling the appliance(s)		Actions: <input type="checkbox"/> Remove electric resistance system power source <input type="checkbox"/> Remove the thermostat(s) controlling the electric resistance system OR confirm existing thermostat(s) will be used to control the heat pump system being installed	
For Existing <u>Non-Cold</u> Climate ASHP Space Heating:			
Take Pre & Post Decommissioning Photos (Time & Date Stamped): <input type="checkbox"/> Indoor units <input type="checkbox"/> Outdoor units <input type="checkbox"/> Equipment name plate <input type="checkbox"/> Outdoor unit(s) connected to gauge manifold, recovery machine and reclamation tank on a scale <input type="checkbox"/> Supply and return ductwork where it connects to the decommissioned appliance (if applicable)		Actions: <input type="checkbox"/> Use an EPA 608 certified technician to recover refrigerant <input type="checkbox"/> Remove OR reuse electrical connections from the existing heat pump system <input type="checkbox"/> Remove existing line sets OR re-use line set for new system <input type="checkbox"/> Remove existing outdoor compressor from site <input type="checkbox"/> Seal any disconnected ductwork with rigid metal caps and fasteners	
Notes:			

Checklist 4: For Decommissioning for One or More Apartment(s) in a 2-4 Apartment Building Where Existing Natural Gas, Propane, or Fuel Oil Heating Appliance Continues to Provide Heat to Other Apartments in the Building

All work should be completed in compliance with local, state, and national rules, regulations and building codes, which supersede any statements or requirements below. If a requirement below conflicts with local, state, or national rules, regulations, or building codes, do not follow the requirement. Instead, describe the variance in the notes field.

Contractor Name:		Project Address:	
All Projects:			
Take Pre & Post Decommissioning Photos (Time & Date Stamped): <ul style="list-style-type: none"> <input type="checkbox"/> Existing space heating appliance <input type="checkbox"/> Supply and return ductwork where it connects to the apartment receiving the heat pump (if applicable) <input type="checkbox"/> All hydronic or steam terminal units (e.g., radiators) in the apartment receiving the heat pump <input type="checkbox"/> Heating zone pumps <input type="checkbox"/> Control module wiring <input type="checkbox"/> Thermostat(s) controlling the appliance(s) 		Actions: <ul style="list-style-type: none"> <input type="checkbox"/> Remove heating zone circulator pumps for the apartment(s) receiving the heat pump installation and cap circulation pipes <input type="checkbox"/> Disconnect and seal pipes connecting all hydronic or steam terminal units in the apartment(s) receiving the heat pump installation as flush to the floor or wall. For hydronic systems: use metal soldered caps, threaded fittings, press fittings, or brazing. For steam systems: use a threaded fitting. <input type="checkbox"/> Remove wiring between the boiler’s control module and zone valve or circulator pumps for the space heating zones serving the apartment(s) receiving the heat pump installation. <input type="checkbox"/> Remove the thermostat(s) controlling the heating/fuel oil heating appliance(s) in the apartment(s) receiving the heat pump installation OR confirm existing thermostat(s) will be used to control the heat pump system(s) being installed <input type="checkbox"/> Disconnect and/or seal ductwork serving the apartment receiving the heat pump with rigid metal caps and fasteners <p style="color: red; font-size: small;">Note: If removing a terminal unit (e.g., radiator) in an apartment receiving a heat pump is not possible because it may create a system imbalance, the project is ineligible for decommissioning incentives.</p>	
Notes:			

Checklist 5: For Decommissioning of Existing Natural Gas, Oil, or Propane Domestic Hot Water (DHW) Systems

All work should be completed in compliance with local, state, and national rules, regulations and building codes, which supersede any statements or requirements below. If a requirement below conflicts with local, state, or national rules, regulations, or building codes, do not follow the requirement. Instead, describe the variance in the notes field.

Contractor Name:		Project Address:	
All Projects:			
Take Pre & Post Decommissioning Photos (Time & Date Stamped): <input type="checkbox"/> Existing water heating appliance <input type="checkbox"/> Exhaust vents of existing water heater <input type="checkbox"/> Fuel line(s), at the appliance valve(s) and (pre-installation) connection to appliance being decommissioned <input type="checkbox"/> Distribution piping		Actions: <input type="checkbox"/> Notify customer(s) that they must call their gas utility or fuel provider to inform them of reduced or eliminated usage. Con Edison: 1-800-75-CONED; National Grid: 1-718-643-4050 <input type="checkbox"/> Completely remove the existing DHW appliance from the site <input type="checkbox"/> Remove exhaust venting for decommissioned appliance. Seal exhaust opening with rigid metal caps and fasteners, or repair wall penetration if exhaust vent is fully removed <input type="checkbox"/> Disconnect and remove any visible electrical wiring to the existing DHW system that is unused by the new appliance	
For Natural Gas Appliances:		For Fuel Oil or Propane Appliances:	
<input type="checkbox"/> Disconnect and remove visible fuel line to the appliance valve and cap with a press fitting or a threaded fitting using thread sealant		<input type="checkbox"/> Disconnect and remove visible fuel lines to the decommissioned appliance (including the oil filter) and cap with a threaded fitting <input type="checkbox"/> If fuel oil or propane will no longer be used in the home, follow appropriate local, state, and federal code concerning the removal or filling of the oil or propane tank <input type="checkbox"/> If removing oil or propane tank or project is located in NYC, remove the fuel fill line and seal all wall penetrations <input type="checkbox"/> If oil tank is not removed, have customer sign Con Edison Leaving Oil Tanks When Switching to Heat Pumps document, if applicable	
Notes:			

Terms & Conditions

This Residential Decommissioning Checklist for the New York State (NYS) Clean Heat Statewide Heat Pump Program (Program) on behalf of Consolidated Edison Company of New York, Inc. (Con Edison) outlines decommissioning standards and requirements for eligibility for incentives in Categories 2B, 2E, and 3, for residential space and water heating projects. For full requirements, please refer to the New York State [Clean Heat Con Edison Heat Pump Program Manual](#), which is the Program Manual particular to Con Edison.¹

Decommissioning, in this context, refers to a process where a customer no longer relies on their previous heating appliance to provide space heating and/or domestic hot water (DHW). For a project to be eligible for clean heat incentives that include decommissioning incentives, the existing heating appliance must be disconnected and removed, or disabled in conjunction with the installation of an eligible heat pump system in a manner consistent with all applicable federal, state, and municipality laws, regulations, and codes. To be eligible for decommissioning incentives, contractors must complete all requirements associated with the site conditions described above, unless they conflict with applicable federal, state, or municipal laws, regulations, or codes, and submit the completed Residential Decommissioning Checklist as part of the project application. Please contact your Program account manager, or ICF at NYSCleanHeat@icf.com, or 1-844-212-7823 with any questions. In addition to removing the existing appliance, if any remaining DHW appliance uses a natural gas, propane, or fuel oil, the Program requires the installation (if not already installed) of working carbon monoxide and smoke detectors that perform when the device’s test sequence is initiated in the building during installation of equipment eligible under the Program.²

While the guidance outlined in this Residential Decommissioning Checklist is derived from industry best practices, this Residential Decommissioning Checklist is not intended to establish a reliance on the standards and requirements outlined herein on the part of any customer or contractor participating in any incentive program sponsored by Con Edison. Additionally, it does not replace the knowledge, expertise, and obligation of any contractor retained by a customer to perform work in connection with Con Edison incentives. The Residential Decommissioning Checklist does not replace existing building or fire code requirements that may apply to homeowners, landlords, or in-home contractors. Con Edison is not a party to any contract with a customer for the performance of work in connection with any incentives, nor is Con Edison a party to any contract with any contractor or subcontractor for the performance of any work for a customer.

Participating Contractor Attestation		Participating Customer Attestation	
I attest that I have performed all relevant tasks as laid out in this Residential Decommissioning Checklist and that may be otherwise required by law for the project installed for the customer providing attestation below, that I have met all of the requirements for the Program provided for by the Participating Contractor Agreement entered into with Con Edison and governing my participation in the Program, and that I have informed the customer of decommissioning requirements and best practices.		I attest that the Participating Contractor has completed all relevant tasks outlined in the Residential Decommissioning Checklist and that I have been informed by the contractor about the decommissioning requirements and best practices. Additionally, I commit to permanently disabling my previous heating appliance, as it is a prerequisite for eligibility for the rebate. I acknowledge that reconnecting my former heating appliance violates the contract and that a secondary inspection may occur to assess onsite conditions. Furthermore, I acknowledge that all other customer expectations, as stipulated in the Participation Acknowledgment Form, have been satisfactorily addressed.	
Contractor Representative Name: (please print)	Date:	Customer Name:	Date:
Contractor Representative Signature:		Customer Representative Signature:	

¹ <https://cleanheat.ny.gov/contractors/>

² This guidance is not intended to replace existing building or fire code requirements that apply to homeowners, landlords, or contractors.