



RECIPIENT CHECKLIST

Contact recipient to acknowledge the installation and get specific directions.
Wear Jaycees shirt/badge.

RECIPIENT NAME: _____

PHONE #: _____

ADDRESS:

DIRECTIONS: _____

A/C UNIT INVENTORY #: _____

INSTALLER(S):

DATE: ____ / ____ / ____

RECIPIENT SIGNATURE: _____

TOOLS / SUPPLIES

- ___ Extension Cords
(may leave with unit)
- ___ Power Screwdriver
- ___ Weather Stripping
(various thicknesses)
- ___ Screws *(various sizes)*
- ___ Duct Tape
- ___ Wood
(2x4, plywood for bracing, supports, filling, mounting,)
- ___ Saw
- ___ Tape Measure
- ___ Pencils/Pens
- ___ Notepad
- ___ Sawhorses/Work Table