



WHO AND WHERE

CUSTOMER

PHONE

PROPERTY ADDRESS

CUSTOMER EMAIL

VISIT DATE

TECHNICIAN

WORK ORDER #

COUNTY / CITY

WHAT THEY ARE ASKING FOR *e.g. whole-home propane for cooking, hot water and a standby generator*

WHAT WE FOUND

TANK SIZE RECOMMENDED (GAL)

ABOVE GROUND / UNDERGROUND

PROPOSED TANK LOCATION

DISTANCE TO HOUSE (FT)

LINE ROUTE / LENGTH

EXISTING GAS?

☐ Range / cooktop

☐ Water heater

☐ Pool heater

☐ Generator

☐ Fire feature

☐ Outdoor kitchen / grill

☐ Dryer

☐ Fireplace

SITE NOTES *access, sprinklers, low-voltage, clearances, anything the customer raised*

NOT INCLUDED / BY OTHERS

PHOTOS

Tick the shots taken: tank spot, side of the house, meter/panel, appliance locations, existing tank.

☐ Tank spot

☐ House side

☐ Panel / meter

☐ Appliances

☐ Existing tank

☐ Property survey



WHAT HAPPENS NEXT

☐ Written estimate to follow

☐ Permit to be filed

☐ Site survey needed

☐ Customer to send survey

SIGN-OFF

Technician signature

Date

Customer signature

Date



Pre-Install Walkthrough & Sign-off

Walk it together — check each one as you agree it on site

JOB

CUSTOMER

PROPERTY ADDRESS

CUSTOMER EMAIL

DATE

TECHNICIAN

WORK ORDER #

EXPECTED DURATION

TANK SIZE / TYPE

WHAT WE AGREED

☐ Where the tank goes

☐ Clearances

☐ Line route

☐ Sprinklers and low-voltage

☐ Access and parking

☐ Appliances

☐ Restoration

☐ Inspection

☐ First fill

☐ Changes

AGREED TANK LOCATION *e.g. south side, 12 ft off the house, behind the hedge*

AGREED LINE ROUTE

APPLIANCES BEING CONNECTED

DIGGING AND WHAT THE YARD WILL LOOK LIKE AFTER

NOT INCLUDED IN THIS JOB *electrical by others, landscaping beyond the trench line, permit fees*

ANYTHING THE CUSTOMER RAISED



Pre-Install Walkthrough & Sign-off

Walk it together — check each one as you agree it on site

SIGN-OFF

Technician signature

Date

Customer signature

Date



Tank Inspection

Rough · Backfill · Final — one sheet for the whole job

1. THE JOB

CUSTOMER

PROPERTY ADDRESS

PERMIT #

JURISDICTION (AHJ)

WORK ORDER #

INSTALLER / QUALIFIER

TANK SIZE (GAL)

TANK TYPE (AG / UG)

TANK SERIAL #

GAS PIPING MATERIAL

2. ROUGH INSPECTION — BEFORE ANYTHING IS COVERED

ROUGH INSPECTION DATE

AHJ INSPECTOR

RESULT (PASS / FAIL)

Tank set and clearances

- ☐ Tank set on a level pad or approved base
- ☐ Property line and building setbacks verified
- ☐ UG coating inspected, no holidays
- ☐ Vehicle protection where required

- ☐ Clearances from openings, ignition sources, A/C
- ☐ Anchoring to Florida wind load
- ☐ Anodes and test station installed
- ☐ Data plate legible from grade

Trench and piping — while it is still open

- ☐ Trench depth verified
- ☐ Anodeless riser / transition set correctly
- ☐ Sleeving at slab, walls, pavers
- ☐ Bonding / electrical isolation

- ☐ Tracer wire full length of PE
- ☐ No unprotected joints below grade
- ☐ Piping supported and protected
- ☐ Shutoffs and sediment traps roughed in

TRENCH DEPTH (IN)

LINE SIZE / LENGTH

TEST MEDIUM

TEST PRESSURE (PSI)

HELD FOR

GAUGE START / END

CORRECTIONS FROM THE ROUGH *one per line, blank if none*

3. BACKFILL — AFTER THE ROUGH PASSES

BACKFILL DATE

BACKFILLED BY

STATUS

- ☐ Open trench photographed before covering

- ☐ Clean fill / sand bedding, no rock on the pipe



Tank Inspection

Rough · Backfill · Final — one sheet for the whole job

- | | |
|---|---|
| ☐ Backfilled in lifts and compacted | ☐ Warning tape laid above the line |
| ☐ Tracer wire continuity retested after backfill | ☐ Cover depth verified at final grade |
| ☐ Pressure still holding after backfill | ☐ Surface restored (sod, pavers, concrete) |

COVER AT FINAL GRADE (IN)

GAUGE AFTER BACKFILL (PSI)

RESTORATION

BACKFILL NOTES

4. FINAL INSPECTION AND TURN-ON

FINAL INSPECTION DATE

AHJ INSPECTOR

RESULT (PASS / FAIL)

- | | |
|--|---|
| ☐ Regulators set and vented correctly | ☐ Lock-up test performed |
| ☐ Leak check at tank, regulators, connections | ☐ System purged of air |
| ☐ Connectors, shutoffs, sediment traps in place | ☐ Appliances lit and burning correctly |
| ☐ Pressures checked under load | ☐ Customer shown the shutoff |

FINAL NOTES

SIGN-OFF

Installer / qualifier signature

Date

Customer signature

Date



Service Report

Field form — one per visit

JOB

CUSTOMER

PROPERTY ADDRESS

CUSTOMER EMAIL

SERVICE DATE

TECHNICIAN

WORK ORDER #

TIME ON SITE

REASON FOR THE VISIT

SYSTEM

TANK SIZE (GAL)

GAUGE READING (%)

PRESSURE TEST

LEAK CHECK

REGULATOR

SYSTEM LEFT

APPLIANCES CHECKED

- | | | | |
|--|--|--------------------------------------|------------------------------------|
| ☐ Range / cooktop | ☐ Water heater | ☐ Pool heater | ☐ Generator |
| ☐ Fire feature | ☐ Outdoor kitchen / grill | ☐ Dryer | ☐ Fireplace |

WHAT WE DID — CHECK EVERYTHING THAT APPLIES

- | | |
|---|---|
| ☐ Pressure tested the system | ☐ Leak check on all connections |
| ☐ Checked the regulator | ☐ Adjusted the regulator |
| ☐ Replaced the regulator | ☐ Checked the tank and gauge |
| ☐ Tightened fittings | ☐ Repaired a gas line |
| ☐ Replaced an appliance connector | ☐ Cleaned and adjusted burners |
| ☐ Serviced a shutoff valve | ☐ Cleared or fitted a sediment trap |
| ☐ Relit pilots and tested appliances | ☐ Checked clearances around the tank |
| ☐ Walked the customer through the system | |

ANYTHING ELSE WE DID

PARTS USED

PAYMENT

INVOICE #

AMOUNT



Service Report

Field form — one per visit

SIGN-OFF

Technician signature

Date

Customer signature

Date



Safety Inspection Report

Annual inspection — field form

JOB

CUSTOMER

PROPERTY ADDRESS

CUSTOMER EMAIL

INSPECTION DATE

TECHNICIAN

WORK ORDER #

NEXT INSPECTION DUE

INVOICE #

TANK

TANK SIZE (GAL)

TANK TYPE (AG / UG)

GAUGE READING (%)

YEARS SINCE INSTALL

CATHODIC PROTECTION READING

CP TEST DATE

ANODE / TEST STATION

WHICH CP TEST

INSPECTION CHECKS — MARK ANYTHING NOT RIGHT

	OK	ATTN	N/A
Tank and its base in good condition	☐	☐	☐
Data plate and labels readable	☐	☐	☐
Relief valve and fittings in good order	☐	☐	☐
Fuel gauge reading correctly	☐	☐	☐
Regulator sending the right pressure	☐	☐	☐
Regulator vent clear and pointed down	☐	☐	☐
Gas lines and fittings free of corrosion	☐	☐	☐
Shutoff valves reachable and working	☐	☐	☐
Tank clearances from doors, windows and ignition sources	☐	☐	☐
Nothing crowding the tank (plants, fences, storage)	☐	☐	☐
Appliance connectors in good condition	☐	☐	☐
Every appliance burning clean	☐	☐	☐
Cathodic protection on the buried tank	☐	☐	☐

TESTS

LEAK CHECK

PRESSURE TEST

TEST PRESSURE / TIME

REGULATOR PRESSURE

APPLIANCES CHECKED

☐ Range / cooktop

☐ Water heater

☐ Pool heater

☐ Generator



Safety Inspection Report

Annual inspection — field form

- ☐ Fire feature
- ☐ Outdoor kitchen / grill
- ☐ Dryer
- ☐ Fireplace

WHAT WE FOUND — IN PLAIN WORDS FOR THE CUSTOMER

ANYTHING TO TAKE CARE OF *one per line, leave blank if none*

FIXED WHILE WE WERE THERE

PAYMENT

SYSTEM LEFT

OVERALL

SIGN-OFF

Technician signature

Date

Customer signature

Date



Delivery Ticket

One per stop — driver keeps the top copy

STOP

TICKET #

DATE

CUSTOMER

PHONE

DELIVERY ADDRESS

DRIVER

DELIVERING

ITEM	QTY	SERIAL #	AMOUNT

TICKET TOTAL

COLLECT

AMOUNT DUE AT THIS STOP

AMOUNT TAKEN

PAID BY (CASH / CHECK / CARD)

CHECK / REF #

STATUS

STATUS

☐

Assigned

☐

On the way

☐

Delivered

NOTES

SIGN-OFF

Driver signature

Date

Received by (customer) signature

Date



Service Request

Customer intake — phone or counter

CUSTOMER

NAME

PHONE

WHERE THE WORK IS

EMAIL

DATE TAKEN

TAKEN BY

THE PROBLEM

WHAT IS HAPPENING?

☐

No gas

☐

Smell of gas

☐

Appliance not working

☐

Regulator / leak

☐

Other

TELL US A BIT MORE *e.g. the pool heater ran fine last week, now it clicks and shuts off. Gate code, dog in the yard.*

HOW SOON?

☐

Today

☐

This week

☐

Whenever suits

OFFICE

ASSIGNED TO

SCHEDULED FOR

WORK ORDER #

OFFICE NOTES



Tank Order

Gas Solutions Plus and Tanks — FL yard 561-907-4301 · NC yard 828-458-6849

CUSTOMER

NAME

PHONE

EMAIL

BUYING AS (HOMEOWNER / BUILDER / INSTALLER / PM)

COMPANY

STATE

TANKS

SIZE

QTY

PLACEMENT (AG / UG)

SERIAL #

120 gallon (or 420 lb vertical)

250 gallon

500 gallon

1,000 gallon

Other

INSTALL SUPPLIES / WHAT THE SYSTEM NEEDS TO RUN *regulators, PE pipe, risers, anodes, fittings — or a size not listed*

DELIVERY OR PICKUP

HOW



Delivery



Florida pickup



North Carolina pickup

DELIVERY ADDRESS

WHEN NEEDED

YARD

CONFIRMED BY

DATE CALLED

PRICE QUOTED

FREIGHT

PAID BY

AMOUNT

SIGN-OFF

Yard signature

Date

Customer signature

Date