



Quality Assurance Procedures

As a public benefit corporation, NYSEERDA strives to deliver the most effective residential energy efficiency programs possible and to protect rate payer money. To achieve these goals, the Home Performance with ENERGY STAR® Program contains a strong quality assurance component. The Quality Assurance (QA) process is used to verify that projects in the Home Performance with ENERGY STAR Program meet all Program requirements while maintaining healthy and safe living conditions for the occupants. The QA process also serves as a learning and teaching tool where Program partners and Participating Contractors can work together to apply sound building science principles and deliver the highest quality services to the homeowners of New York State.

Section 1.00 Overview:

Overall, each Program project shall undergo a basic review process by the Program Implementer that includes a job scope review and a review of eligible measures under the program (particularly for the Assisted Home Performance with ENERGY STAR Program). Additional QA review of Program projects may include Field Inspections and Administrative Review. QA Field inspections and Administrative Reviews are a crucial part of the Program and provide both NYSEERDA and Participating Contractors with valuable information pertaining to technical proficiency and compliance with Program rules.

As stated in the Home Performance with ENERGY STAR (HPwES) Partnership Agreement, Participating Contractors shall support QA Field Inspections or Administrative Reviews by NYSEERDA or its QA designee on every Program project. Participating Contractors shall not inhibit or discourage any homeowner from participating in Program QA inspections and shall make a good faith effort to facilitate the Program QA process. Participating Contractors who fail to comply with the terms of the Partnership Agreement, or who provide fraudulent or misleading Program documentation, are subject to disciplinary proceedings up to and including termination from participation in the Program.

The Participating Contractor shall also provide all Program project related information to NYSEERDA or its QA designee upon request. This information may include, but is not limited to the approved modeling software files, subcontracts, project timelines and installed product information.

The following summarizes the Quality Assurance Initial Review, Field Inspection, and Administrative Review Processes for the HPwES Program.

Section 1.01 Initial Review Process:

All Projects that are applying for Participation in the Program may be subject to the following initial review for compliance with Program requirements:



- The building model was accurately developed using Program approved software
- The contract, work scope, and any change orders accurately represent eligible work in compliance with the program requirements (e.g. dates of test-in and work scope submittal, comprehensiveness, cost effectiveness and measure eligibility)
- The building and improvements described in program software match the contract or change order in both scope and value
- Any additional Assisted Home Performance requirements if applicable
- Reasonableness of measure costs and energy savings

Section 1.02 Field QA Review Process:

All Projects completed through the Program may be subject to QA Field Inspections by NYSERDA or its QA designee. Projects may be selected for Field inspection through the following means:

- Random - All Participating Contractors shall have at least one random Field QA Inspection per year. Additional field inspections shall occur based upon overall production of the Participating Contractor.
- At Homeowner's Request - Homeowners who have had a Program project completed at their home can request a QA Field inspection within one year of signing the Certificate of Completion.
 - For customers requesting QA field inspections after 90 days of signing a certificate of completion, the inspection process will be limited to: (a) verifying that the measures on the HPwES contract are present, (b) verifying that the measures on the HPwES contract are installed correctly, and (c) addressing any specific customer concerns related to the approved HPwES work scope.
- Past QA Performance or Current Participating Contractor Status - NYSERDA may, at its discretion or as dictated by Participation Status, choose to elevate the frequency of QA Field Inspections and Administrative Reviews on any Participating Contractor.

Customers contacted by NYSERDA's QA designee for a QA Field Inspection will have the option of allowing the Participating Contractor to be present at the time of inspection. Customers are encouraged to allow the Participating Contractor to attend, so that any questions can be answered and minor fixes may be made on site. If the customer agrees, the Participating Contractor shall be notified prior to the scheduled inspection and will be encouraged to attend. Customers have the right to request that the Participating Contractor not attend the QA Field inspection. In these situations, the Participating Contractor will not be notified of the scheduled inspection.



If the Participating Contractor cannot be present at the time of the Field Inspection or if customer does not allow the Participating Contractor to be present the following will occur:

- In the event of a failing inspection, the Participating Contractor will be notified via Declaration of Completion process identified in section 1.04.
- In the event of a passing inspection, a summary of the inspection and score will be reported on weekly and quarterly basis to the Participating Contractor (see section 1.06 QA Reporting).

The following outlines the overall procedure for QA Field inspections. The process may vary at NYSERDA's discretion, and without notice to Program Participants:

- **QA Field Inspection Procedure:**
 1. Brief introduction to the customer outlining the Program and QA processes
 2. Program Compliance Verification. Please see attached form (QA Inspection CUSTOMER INFORMATION FORM) for reference
 - a) Customer verification of receipt of Customer Information Form
 - b) Customer verification of presentation of Comprehensive Home Assessment Report
 - c) Customer verification of signatures on Certificate of Completion
 - d) Customer verification of work start and finish dates
 - e) Customer verification of who installed contracted measures
 - f) Verification of contracted measures, costs and reported post-completion conditions
 - g) Brief discussion of customer satisfaction
 3. Technical Compliance. Please see attached form (QA FIELD INSPECTION FORM) for reference
 - a) Complete Exterior Visual Inspection (i.e., chimneys, ventilation, roofing, siding, windows, foundation, obstructions and landscaping)
 - b) Complete Interior Inspection (i.e., visual inspections, place home under winter conditions, test CO levels, set up Blower Door)
 - c) Conduct Basement Inspections (i.e., visual inspections of condition, insulation levels and distribution system, measure CO in Combustion Appliance Zone (CAZ), gas leak detection, combustion efficiency testing, Worst Case Depressurization)
 - d) Conduct Diagnostics (i.e., Blower Door and Duct Blaster Tests)
 - e) Complete Building Shell Inspections (i.e., insulation levels in walls, attics, floors, windows and doors)
 - f) Complete Appliance and Lighting Inspections (i.e., CFLs, fixtures, refrigerators, dishwashers, clothes washers)



Section 1.03 QA Scoring Methodology

All Projects that undergo a Field QA inspection shall be awarded a Program Score. For post-completion inspections, results are scored in the following six categories:

- F3** - Project Failed - Urgent Priority Response Needed
- F2** - Project Failed - High Priority Response Needed
- F1** - Project Failed - Normal Response Needed
- P1** - Passes All BPI Health & Safety Requirements but other minor deficiencies were observed
- P2** - Passes All BPI & Program Standards with Technical Assistance
- P3** - Passes All BPI & Program Standards

Home Performance with ENERGY STAR		
Program Recommendations Cross-Reference Table		
F1	1	<p>Not all BPI health and safety standards were met</p> <p>The Home Performance Contractor should strive to make sure all BPI health and safety standards are met and the home is in a safe condition at the conclusion of each project. For further assistance, contact your program account manager or BPI.</p>
F1	2	<p>Recommendation for service to be made to the homeowner when the oven is found to be more than 100</p> <p>BPI's interim testing procedure for ovens requires a recommendation for service to be made to the homeowner when the oven is found to be more than 100 ppm but less than 300 ppm. The contractor should make sure that recommendation is provided to the homeowner when the gas oven is tested to those conditions.</p>
F1	3	<p>Not all programmatic requirements were met as part of the workscope</p> <p>Not all programmatic requirements were met as part of the workscope. The contractor should make sure all program requirements are met on each project. For further assistance, contact your program account manager.</p>
F1	4	<p>At least one measure of the project was not installed or was only partially installed</p> <p>This project meets health and safety standards. However, at least one measure of the project was not installed or was only partially installed. The contractor should strive to provide all aspects of the HP project to the highest quality standards.</p>
F1	5	<p>The customer was not provided a Comprehensive Audit Report (CHA)</p> <p>This project meets health and safety standards. However, the customer was not provided a Comprehensive Audit Report (CHA) as required under the program requirements. The contractor should strive to provide the customer with information on all cost-effective energy measures as well as solutions to building performance problems in the CHA.</p>
F2	1	<p>Several health problems or building performance failures</p> <p>Several health/safety problems or building performance failures were found at the completion of the project. The Home Performance contractor should strive to make sure the home is in a safe condition at the conclusion of each project. For further assistance, contact your program account manager or BPI.</p>
F2	2	<p>Measure was installed that does not meet program requirements</p> <p>At least one measure was installed that does not meet program requirements. The contractor should make sure each measure installed is eligible under the program requirements. For changes in workscope, a written change-order signed by the customer is required to be submitted to the program. For further assistance, contact your program account manager.</p>
F2	3	<p>No evidence of H&S testing</p> <p>Program requirements and BPI standards require combustion safety testing before and after the project. The contractor should make sure these tests are performed accurately on every project to verify the home is left in a safe condition. For assistance in conducting these tests according to BPI standards, contact your program account manager or BPI directly.</p>
F2	4	<p>Significant health and safety problem</p> <p>A significant health and safety problem was found in the home that was not found by the contractor. The Home Performance contractor should strive to make sure the home is in a safe condition at the conclusion of each project. For further assistance, contact your program account manager or BPI.</p>
F3	1	<p>Unvented space heaters or fireplaces</p> <p>BPI standards do not allow the use of unvented space heaters or fireplaces in the home with the exception of gas ranges/ovens. The unvented appliance has to be either pertinently disconnected, removed or vented. The contractor should verify conformance to this BPI standard on each Home Performance project.</p>
F3	2	<p>Several quality of installation issues were found that the contractor refused to correct</p> <p>Several quality of installation issues were found that the contractor refused to correct. All Home Performance contractors should warrantee their work and correct any installation deficiencies. Failure to do so could result in penalties or suspension from the program.</p>
F3	3	<p>Severe health and safety problem</p> <p>A severe health and safety problem was found in the home that was not found by the contractor. The Home Performance contractor should strive to make sure the home is in a safe condition at the conclusion of each project. For further assistance, contact your program account manager or BPI.</p>



A more detailed description of the six post-completion inspection results categories is as follows:

F3 - Project Failed - Urgent Response Needed: For urgent health and safety violations, the QA inspector shall not leave the house until the issue is addressed and conditions are safe. The QA inspector may contact the Participating Contractor or appropriate utility immediately to rectify. Any violations that are addressed on site by the Participating Contractor or utility will be verified and documented by the QA Inspector. For deficiencies that cannot be remediated at the time of inspection, the QA Contractor will issue a Declaration of Completion form (DOC) to the Program Implementer for additional corrective action. The Program Implementer shall review the form and distribute to the Contractor within 5 business days. The Contractor shall inform the Program Implementer in writing that the deficiencies have been remedied by returning the signed DOC form within 30 days. Field conditions that fall into this category include:

- Combustion safety failures requiring immediate attention as prescribed in the BPI Combustion Safety Action Levels
- Gas leaks requiring immediate repair
- Measures included in the scope of work as costs to the customer but not installed in the field
- Evidence that the Contractor left the home in an unsafe condition

F2 -Project Failed – High Priority Response Needed: QA inspector may contact the Participating Contractor immediately to rectify. Any violations that are addressed on site by the Participating Contractor will be verified and documented by the QA Inspector. For deficiencies that are not remediated at the time of inspection, the QA Contractor issues a DOC to the Program Implementer for further corrective action. Following the Field QA Inspection, the Participating Contractor will be notified via DOC within 10 business days of inspections resulting in this category. Following notification and receipt of the DOC, the Contractor shall remedy the situation within 30 days from receipt of the DOC. The Contractor shall inform the Program Implementer in writing that the deficiencies have been resolved by returning the signed DOC form. Field conditions that fall into this category include:

- Combustion safety failures that are below the immediate action levels but still require repairs (see BPI Heating standards for definition)
- Severe moisture issues

- Other health and safety related problems that do not pose an immediate risk to the building occupants
- No evidence of health and safety testing conducted by Participating Contractor

F1 - Project Failed – Normal Response Needed: Any violations that are addressed on site by the Participating Contractor will be verified and documented by the QA Inspector. For deficiencies that not remediated at time of inspection, the QA Contractor issues a DOC to the Program Implementer for additional corrective action. The Contractor shall be notified via DOC within 10 business days of project inspections receiving this score. Following notification and receipt of the DOC, Contractor shall remedy the situation within 30 days from receipt of the DOC. The Contractor shall inform the Program Implementer in writing that the deficiencies have been resolved by returning the signed DOC form. Field conditions that fall into this category include:

- Below standard insulation installations
- Air Sealing results less than 20% of modeled air leakage reduction)
- Windows not meeting Program technical standards
- Heating/Cooling and Hot Water equipment not meeting Program requirements
- Non-Compliance with BPI standards (other than health/safety related measures)
- Failure to comply with Program administrative procedures (failing to obtain pre-approvals, change order approvals, etc.) except in the case of an emergency
- Suggested work scope does not include information on all cost-effective energy measures
- HVAC equipment not installed according to manufacturer's specifications or not operating properly
- Quality of installation issues observed for measures installed
- Incorrect use of testing equipment and/or inaccurate test results

Home Performance with ENERGY STAR Program Recommendations Cross-Reference Table		
P3	Meets Program Requirements	Based on the information collected during a Quality Assurance Inspection, this project meets programmatic requirements and BPI standards. The contractor should continue to provide this high level of quality in all Home Performance with ENERGY STAR Projects.
P2	1 Workscope not Comprehensive	This project meets programmatic requirements and BPI standards. However, the workscope was not comprehensive. The contractor should continue to provide this high level of quality in all Home Performance with ENERGY STAR projects, but should strive to include all energy saving measures possible.
P2	2 Required Program Assistance	This project meets programmatic requirements and BPI standards. However, the HP contractor was assisted by a Program field representative. The contractor should continue to provide this high level of quality in all Home Performance with ENERGY STAR projects, but independently of Program staff assistance.
P1	1 At least one aspect of the project needed to be repaired or upgraded	This project meets health and safety standards. However, at least one aspect of the project needed to be repaired or upgraded. The contractor should strive to provide all aspects of the HP project to the highest quality standards.
P1	2 The customer was not informed as to pre-existing building performance issues	This project meets health and safety standards. However, the customer was not informed as to pre-existing building performance issues in the home as well as possible repairs to those problems. The contractor should strive to provide the customer with information on all cost-effective energy measures as well as solutions to building performance problems in the Comprehensive Audit Report (CHA).
P1	3 CHA did not include information on all cost-effective energy measures	This project meets health and safety standards. However, the customer was not provided a Comprehensive Audit Report (CHA) that includes information on all cost-effective energy measures as well as solutions to building performance failures. The contractor should strive to provide the customer with information on all cost-effective energy measures as well as solutions to building performance problems in the CHA.
P1	4 Customer stated they were not satisfied with the performance of the contractor	This customer stated during the inspection that they were not satisfied with the performance of the contractor or the results of their project. The contractor should strive to meet or exceed the customer's expectations while meeting all programmatic requirements and BPI standards.

P1 - Project Passes- The project has passed BPI and Program standards, but procedural issues such as incorrect testing values were found or minor quality of installation deficiencies were documented. The contractor shall be made aware of this when receiving a weekly project scoring report which lists results of all weekly inspections for each contractor, regardless of score. Field conditions that fall into this category include:

- Incorrect blower door values
- Quality of installation issues observed and corrected
- Project meets Program and BPI standards but the contractor did not identify all energy saving opportunities



P2 - Project Passes- The project passed BPI and Program standards, but technical assistance had to be provided by Program field staff to correct deficiencies before the project was completed. In addition, projects that pass BPI and Program standards but are not comprehensive in scope would fall into this category.

P3 - Project Passes- Passes all BPI and Program Standards and work scope was reasonably comprehensive. Field inspector may have further recommendations about work that could have been done at the home, but the customer stated that they did not want, or could not afford, additional recommended measures.

Section 1.04: Declaration of Completion (DOC) definition and uses

As mentioned above, any Field QA Inspection resulting in a failing score may result in the issuance of a DOC document from the Program Implementer via email. Violations that are not rectified at the time of the QA Field Inspection will appear on the DOC. The DOC serves to document the QA Contractor's findings during the Field QA Inspection and provides the Participating Contractor with a means of verifying and reporting to the Program that corrective actions have been made. Within 30 days of receipt of the DOC notification, and at no additional cost to the homeowner, the Participating Contractor shall make any required repairs or corrections to bring inspected work up to Program standards.

Participating Contractors with more than five (5) outstanding DOCs open for more than 30 days will be placed on Probation and may be removed from the Program if the items detailed on the DOC are not corrected per the terms of the Probation notification. Contractors who receive a DOC that cannot be resolved within the 30 day period shall have the option of submitting a written remediation plan to the Program. DOCs with approved resolution plans will not be considered unresolved DOCs when considering the Contractor's Program participation status.

Any DOC that has been inactive for more than 45 days will be issued by mail to the customer for their records.

Any DOC that contains a health and safety failure is a priority for repair. If the contractor has not contacted the Program Implementer within 30 days to discuss the DOC, the Program will send the customer a copy of the DOC by mail. If a contractor is scheduled to rectify the issues, the Program Implementer will call the customer to verify.

Contractors on auto-proceed cannot have more than 5 open DOCs within 30 days. Contractors participating in auto proceed with more than more than 5 open DOCs within 30 days will be removed from auto-proceed.

On a weekly and quarterly basis, Contractors shall receive a report from NYSERDA's QA designee summarizing all QA activity during the previous time period and identifying any DOC's



issued. Contractors should be aware that any unresolved DOCs may affect future participation in the Program or serve as sufficient grounds for disciplinary action at NYSERDA's discretion.

The Participating Contractor is eligible to receive Technical Assistance from the Program Implementer to aid in the resolution of DOCs.

The Program Implementer will notify the contractor of regular and reoccurring project failures and will develop a plan to correct issues and avoid future occurrences. Section 1.05: Administrative Review QA Inspections

All Projects completed through the Program may be subject to Administrative Review QA Inspections by NYSERDA or its QA designee. Projects may be chosen for Administrative Review QA Inspection through the following means:

- Random – A minimum of 10% of projects chosen for Field QA Inspections shall also be subject to an Administrative Review.
- Selected- Projects may also be selected by the NYSERDA or its QA designee due to the results of past QA Field and Administrative Review Inspections or on the basis of the Contractor's Participation Status.

Prior to enacting the Administrative Review, the QA designee will retrieve the data necessary by accessing the Program database and/or project documents. Complete software modeling packages, subcontracts, installed measure information or other documents may be requested from the Participating Contractor by NYSERDA or its QA Designee to aide in this review. Participating Contractors shall provide all requested information within 5 business days. Failure to provide the requested documents shall serve as sufficient grounds for Contractor disciplinary action.

The Administrative Review may include, but is not limited to the following. Please see attached form (QA Administrative Review Form) for reference.

- A review of the contract and Program work scope for accuracy and Program compliance. This includes verifying correct project dates, and work scope comprehensiveness.
- A review of all installed measures for eligibility and accuracy.
- A review of the building modeling software files for accuracy of inputs.
- A review of any Change Orders.
- A review of the Comprehensive Home Assessment (CHA) report for accuracy.
- A review of the reported savings to investment ratio (SIR)



- A comparison of all contracted measures with the submitted work scope, change orders and all measures listed on the Certificate of Completion. This includes a review of project dates and subcontractor information.
- An evaluation of measure costs for reasonableness will be performed for all QA inspections, particularly for Assisted Home Performance projects to verify adherence to appropriate pricing standards.
- A review of the project's history will be performed including project-specific information on previous QA field inspections or Program technical assistance.

The findings from Administrative Reviews will be sent to NYSERDA and the Program Implementer for review. Participating Contractors may be informed of these findings should NYSERDA determine that further action is required. A summary of deficiencies discovered during these reviews shall be presented to Participating Contractors through quarterly reports from the QA Designee.

Section 1.06: QA Reporting

Weekly Reporting: Each Participating Contractor shall receive a weekly summary of all QA Field Inspections conducted on their projects within 7 days of the week end. Weekly reports shall include:

- Date of QA field inspection
- Customer name and address
- Inspection score
- Inspection Summary Results and Program Recommendation

Quarterly Reporting: Each Participating Contractor shall receive a quarterly summary of all QA Field Inspections that occurred on their projects within 15 days of the quarter end. Quarterly reports shall include the following:

- Date of QA field inspection
- Customer name and address
- Inspection score
- Inspection Summary Results and Program Recommendation
- Cumulative QA scoring for participating contractor
- Average score of inspections and comparison against previous quarter



QA Inspection CUSTOMER INFORMATION DATA FORM

Customer Name: _____

Address: _____

Phone: _____

Program Compliance

1. Customer verification of receipt of "What to Expect" brochure YES NO

Comments: _____

2. Customer verification of presentation of Comprehensive Home Assessment Report YES NO

Comments: _____

3. Verification by Customer of contracted measures YES NO

Comments: _____

4. Verification by Customer of project costs YES NO

Comments: _____

5. Verification by Customer of pre-existing conditions YES NO

Comments: _____

6. Customer verification of who installed contracted measures YES NO

Comments: _____



7. Brief discussion of customer satisfaction with the project/program and, if necessary, health and safety issues

Comments: _____

Customer Signature _____

Date: _____

HPw/E* QUALITY ASSURANCE INSPECTION FORM

Contractor: _____

Customer Name: _____

Customer Address: _____

Inspector: _____ Date: ___/___/___

- Pre-inspection Interim Post-inspection

Visual Inspection:

Walk through all areas of the home inside and outside. The client may also be a source of information. Check off any areas of concern related to building performance work. Explain in notes:

- Exterior Moisture Issues
- Interior Moisture Issues
- Mold or other biologicals
- Improper VOC storage
- Improper combustible storage
- Improper venting of exhaust
- Structural issues
- Electrical issues
- Thermal performance issues
- High utility bills
- Comfort issues
- Missed Opportunities

Blower Door/Air Sealing:

Conduct a single point blower door test with house under normal wintertime conditions. Verify building area/volume/BAS, only if contractor's reported numbers are in question.

Building Area: _____ sq.ft.

Building Volume: _____ cu.ft.

BAS (cfm50): _____

Temp (in): _____ Temp (out): _____

House P: _____ Fan P: _____

CFM50: _____

PRESSURE DIFFERENTIALS

Zone: _____ Pressure: _____ WRT: _____

Zone: _____ Pressure: _____ WRT: _____

Zone: _____ Pressure: _____ WRT: _____

AIR SEALING

Check off air sealing status for each area note. Explain conditions in notes.

	Existing OK	Installed OK	Needs Work
Attic By-Passes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attic Top Plates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneewall Attic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attached Garage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interior Penetrations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior Penetrations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows/Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MECHANICAL VENTILATION

Verify that mechanical exhaust/supply ventilation is working. Record total fan capacity for home. Note if cfm capacity is nominal or measured.

Existing (cfm) _____

Required (cfm) _____

Heating/DHW Information:

For each heating/DHW appliance:, Record fuel, venting, and distribution type. Record additional systems in notes.

Primary Heating System

Fuel: oil NG LP elec _____

Vent: nat ind direct _____

Dist: FWA FHW _____

Temp Rise: _____

Manufacture Rating: _____

Secondary Heating System

Fuel: oil NG LP elec _____

Vent: nat ind direct _____

Dist: FWA FHW _____

DHW System

Fuel: oil NG LP elec _____

Vent: nat ind direct _____

HPw/E* QUALITY ASSURANCE INSPECTION FORM

Combustion Safety Test:

Conduct a complete combustion safety test under worst case conditions according to BPI standards.

COMBUSTION APPLIANCE ZONE (CAZ) DEPRESSURIZATION TEST

Table with 2 columns: LOCATION, WORST CASE PRESSURE. Rows for Zone 1, Zone 2, Zone 3.

List all appliances in each zone: Zone 1: Zone 2: Zone 3:

WORST CASE SPILLAGE TEST

Heating System pre-test: P / F
Heating System post-test: P / F
DHW System pre-test: P / F
DHW System post-test: P / F
Other Appliance pre-test: P / F
Other Appliance post-test: P / F

Identify type of "other" appliance:

WORST CASE DRAFT & CO

Table with 3 columns: APPLIANCE, DRAFT, CO. Rows for Heating System 1, Heating System 2, DHW System, Other, Other.

If failure under worst case conditions requires additional testing under natural conditions, record these results on notes page.

Duct Sealing Information:

Complete duct leakage test only as required. Otherwise, record conditions based on visual inspection.

Location and Type of Ductwork:

Insulation Type/Condition:

Duct Sealing Condition:

Total Leakage: cfm25

Installed Measures:

Record condition of installed measures. Explain conditions and missed opportunities in notes.

HVAC SIZING

Table with 2 columns: APPLIANCE, INSTALLED SIZE. Rows for Heating 1, Heating 2, Cooling, Cooling System Air Flow.

THERMAL MEASURES

Table with 4 columns: Location, Existing OK, Installed OK, Needs Work. Rows for Attic, Kneewall Attic, Basement Ceiling, Basement Wall, Attached Garage, Exterior Walls, Other Insulation, Windows/Doors, Other.

HPw/E* QUALITY ASSURANCE INSPECTION FORM

Inspection Evaluation and Summary:

Briefly describe, as objectively as possible, your overall evaluation of the work performed by the contractor. Note the overall quality of work, the comprehensiveness of the job, and identify any areas where the work was not in compliance with BPI's or the programs standards.

Rate the job based on the following criteria:

	Pass	Fail	Reason for Fail
Compliance with BPI Requirements	<input type="checkbox"/>	<input type="checkbox"/>	_____
Compliance with HPw/E* Requirements	<input type="checkbox"/>	<input type="checkbox"/>	_____
Comprehensiveness of the work scope	<input type="checkbox"/>	<input type="checkbox"/>	_____
Quality of the installations	<input type="checkbox"/>	<input type="checkbox"/>	_____
Installed measures match contract	<input type="checkbox"/>	<input type="checkbox"/>	_____
Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>	_____
Overall evaluation	<input type="checkbox"/>	<input type="checkbox"/>	_____

Inspector's Signature: _____ Date: _____