



PTCS/Prescriptive Duct Sealing Quality Assurance Inspection Form

		Outdoor Temp ^{°F}	Insp. Date	Insp. Time	
Inspector Name		Utility Name		Measure ID	
				Re-inspection? <input type="checkbox"/> Y <input type="checkbox"/> N	
Site Address		Site City		Site State	Site Zip
<input type="checkbox"/> Utility staff present. Name:		<input type="checkbox"/> Installing tech present. Name:		Heated Area: Sq Ft	
<input type="checkbox"/> Site Built <input type="checkbox"/> *Manufactured Home: These noted grading criteria are <u>different for a manu. home</u> and are listed on this form's last page.		<input type="checkbox"/> PTCS <input type="checkbox"/> Prescriptive			

The graded items below will be weighted upon entry into the registry to calculate an overall grade.

****Overall fail:** These noted 'F' grades will result in an overall inspection fail regardless of other results.

Duct Leakage Test (Only required for PTCS Duct Sealing. Optional/requested for Prescriptive Duct Sealing.)

Blower Door Pressure	Test Ring	Fan Flow Pressure	Duct Leakage CFM	Testing Locations and Results	
Tech Results Test @ _____ Pa				Tech Duct Blaster Loc.: Tech Pressure Tap Loc.:	
QA Test @ _____ Pa				QA Duct Blaster Loc. <input type="checkbox"/> Same <input type="checkbox"/> Other: QA Pressure Tap Loc. <input type="checkbox"/> Same <input type="checkbox"/> Other:	
(Check one grade) *Site Built CFM Leakage Grade Path (only required for PTCS)	<input type="checkbox"/> A (Above Spec) QA Test is ≤ 10% of floor area and within ± 15% of tech's posttest number		<input type="checkbox"/> B (Meets Spec) QA Test is ≤ 10% of floor area or within ± 15% of tech's posttest number	<input type="checkbox"/> C (Passable) QA Test is within ± 30% of tech's posttest number if ≤ 400 CFM, <u>or</u> within ± 125 CFM from tech's posttest number if > 400 CFM, <u>or</u> QA Test ≤ 120 CFM	<input type="checkbox"/> F (Fails) QA Test varies by more than 30% of tech's posttest number or varies by more than 125 CFM from tech's posttest number
Notes					

CAZ Information

Are there any combustion appliances in the home? <input type="checkbox"/> Y <input type="checkbox"/> N		Specify (check all that apply): <input type="checkbox"/> Fireplace or Wood Stove <input type="checkbox"/> Gas Furnace <input type="checkbox"/> Gas Water Heater <input type="checkbox"/> Other:		
CO Detector Installed Grade (Check one)	<input type="checkbox"/> A (Above Spec) Present and meets best practices	<input type="checkbox"/> B (Meets Spec) Present	<input type="checkbox"/> **F (Fails) No (None present but required)	<input type="checkbox"/> N/A
Notes				

Manufactured Home Questions (Only required if manufactured home)

Crossover Grade (Check one)	<input type="checkbox"/> A (Above Spec) Yes (interior and exterior liners are mechanically fastened and sagging crossovers are supported)	<input type="checkbox"/> B (Meets Spec) Yes (interior and exterior liners are mechanically fastened)	<input type="checkbox"/> F (Fails) Interior and/or exterior liners are not mechanically fastened	<input type="checkbox"/> N/A (SW or existing crossover ducts or integrated)
Notes				
Were endcaps installed according to spec? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A			Was rodent barrier repaired if sealed from below? <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	



QA Questions

*Site Built Air Handler to Plenum Grade (Check one)	<input type="checkbox"/> A (Above Spec) 95% sealed and repaired (if required)	<input type="checkbox"/> B (Meets Spec) 90% Sealed and repaired (if required)	<input type="checkbox"/> **F (Fails) Didn't seal or repair (if required)	<input type="checkbox"/> N/A
Notes				

Ducts in Good Repair Grade (Check one)	<input type="checkbox"/> B (Meets Spec) Repairs successfully completed	<input type="checkbox"/> **F (Fails) Repairs needed
Notes		

Joints Fastened Grade (Check one)	<input type="checkbox"/> A (Above Spec) 95% + (95%+ joints, boots fastened, duct supported, and off ground)	<input type="checkbox"/> B (Meets Spec) 90% (90% joints, boots fastened, duct supported, and off ground)	<input type="checkbox"/> C (Passable) 80% (80% joints, boots fastened, duct supported, and off ground)	<input type="checkbox"/> **F (Fails) Less than 80% (<80% joints, boots fastened, duct supported, and off ground or missing any item)
Notes				

Tape Removed Grade (Check one)	<input type="checkbox"/> A (Above Spec) 95%+ tape removed	<input type="checkbox"/> B (Meets Spec) 90%+ tape removed	<input type="checkbox"/> C (Passable) 80%+ tape removed	<input type="checkbox"/> F (Fails) Less than 80% tape removed
Notes				

*Site Built Ducts Sealed Grade (Check one) (Air handler to plenum connection not graded in this section)	<input type="checkbox"/> A (Above Spec) Everything accessible is sealed, mastic thick as a nickel	<input type="checkbox"/> B (Meets Spec) High press. areas, supply and return ducts sealed, mastic as thick as a nickel	<input type="checkbox"/> C (Passable) High press. areas and at least 80% of supply ducts sealed but didn't do return outside high press. areas, good coverage of mastic	<input type="checkbox"/> **F (Fails) Any disconnected ducts, or failing to seal high press. areas and 80% or more of supply ducts
Notes				

Duct Insulation Reinstalled Grade (Check one)	<input type="checkbox"/> A (Above Spec) Re-installed with full coverage	<input type="checkbox"/> B (Meets Spec) Re-installed with some coverage	<input type="checkbox"/> F (Fails) No duct insulation re-installed	<input type="checkbox"/> N/A
Notes				

Registry Calculated Overall Duct Sealing Inspection Results
Letter Grade: _____ Pass/Fail: _____

After completing this inspection, it is my recommendation that this technician be placed on a Corrective Action Plan and receives additional guidance. Checking this box upon entering this inspection into the registry will serve to notify BPA of my recommendation. The customer's utility will be notified and will act according to their process.

Inspector Signature	Date
----------------------------	-------------



***Manufactured Home Specific Criteria**

	A (Above spec)	B (Meets spec)	C (Passable)	F (Fails)	Grade 'F' is Automatic Fail
*CFM Leakage Grade Path <i>(Only required for PTCS)</i>	QA Test is within $\pm 15\%$ of tech's posttest number and QA# is ≤ 50 CFM SW, ≤ 80 CFM DW, ≤ 110 CFM TW	QA Test is within $\pm 15\%$ of tech's posttest number or QA# is ≤ 50 CFM SW, ≤ 80 CFM DW, ≤ 110 CFM TW	QA Test is within $\pm 30\%$ of tech's posttest number if ≤ 400 CFM, or within ± 125 CFM from tech's posttest number if > 400 CFM, or QA Test ≤ 120 CFM	QA Test varies by more than 30% of tech's posttest number or varies by more than 125 CFM from tech's posttest number	
*Air Handler to Plenum	95% sealed and repaired belly (if required)	90% Sealed and belly repaired (if required)		Didn't seal and repair belly (if required)	X
*Duct Sealed (Air handler to plenum connection and crossover not graded in this section)	Everything accessible is sealed, mastic thick as a nickel	High press. areas, at least 80% of supply sealed, , mastic thick as a nickel	Variance only for single wide (may exclude the air handler to plenum in cases of < 50 CFM (and/or accessible)	Didn't meet the spec (B grade or above; variance for single wide C or above)	X

Additional Notes

