

Prescriptive Duct Sealing Form

This installation form may be **required**. Check with your local utility to determine individual requirements, as they may vary.

- If the utility **does not** require registry entry, complete and submit this installation form. Check with the customer utility for additional requirements.
- If the utility **does require** registry entry, enter all data on a mobile device or computer at ptcs.bpa.gov using the certified technician's account. Print the Registry Installation Report. Note: This form can be filled out for later entry online. Issues entering data? Submit this form for entry:
 - Customers of Bonneville Power Administration utilities can email ResHVAC@bpa.gov, fax to 1.877.848.4074 or call 1-800-941-3867.
 - Customers of Portland General Electric or Pacific Power can email Residentialforms@energytrust.org or call 1.866.365.3526.

Site Information

PTCS tech #	PTCS tech name	Install date	Electric utility	
Installation site address		Site city	Site state	Site zip
Home type: <input type="checkbox"/> Existing site built <input type="checkbox"/> Manufactured: # of sections <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3			Heated area: _____ Sq Ft	
Foundation type (site built): <input type="checkbox"/> Crawlspace <input type="checkbox"/> Full basement <input type="checkbox"/> Half basement <input type="checkbox"/> Slab				
Existing heating system:				
<input type="checkbox"/> Electric forced air w/out AC <input type="checkbox"/> Electric forced air w/AC <input type="checkbox"/> Electric zonal <input type="checkbox"/> Air source heat pump <input type="checkbox"/> Ground source heat pump <input type="checkbox"/> Natural gas furnace (Gas company: _____) <input type="checkbox"/> Other non-electric space heating: _____				
Back up Heat: <input type="checkbox"/> None <input type="checkbox"/> Electric forced air <input type="checkbox"/> Electric zonal <input type="checkbox"/> Natural gas furnace <input type="checkbox"/> Non-electric space heating				
# Supply			# Returns	
Location of duct work. Ducts are considered to be in unconditioned space when they are in vented crawlspaces, attics and unheated garages. Basements are considered conditioned space. Bellies of manufactured homes are considered accessible.				
Qualifying Characteristic Select one: <input type="checkbox"/> At least 30% of the supply ducts are in unconditioned space and accessible, OR <input type="checkbox"/> There are high operating pressure leaks in unconditioned space (i.e. plenum).				

Installation Checklist

All work must be completed to the Prescriptive Duct Sealing Specification found at bpa.gov/goto/reshvac.

Duct Repair
Select all issues that apply: <input type="checkbox"/> No repairs done <input type="checkbox"/> Large gaps in sheet metal <input type="checkbox"/> Rusted portions <input type="checkbox"/> Missing sections
Metal duct connections: <input type="checkbox"/> No metal ducts present OR <input type="checkbox"/> All are fastened (e.g. 3 metal screws at each connection where required)
Flex duct connections: <input type="checkbox"/> No flex ducts present OR <input type="checkbox"/> All flex ducts are joined to a section of rigid duct of matching diameter
Flex duct liners: <input type="checkbox"/> No flex ducts present OR <input type="checkbox"/> Interior and exterior liners of flex duct connections are secured
Duct Support and Connections
Duct support: <input type="checkbox"/> Ducts did not require support OR <input type="checkbox"/> Duct supports were added
Ground contact: <input type="checkbox"/> Ducts do not contact ground OR <input type="checkbox"/> Closed-cell rigid insulation is under the ducts to prevent contact
Boots are mechanically fastened to the subfloor or respective surface: <input type="checkbox"/> Y <input type="checkbox"/> N If no, the project will fail.
Duct Sealing: All accessible portions of the duct which require sealing are sealed with approved materials.
This includes pulling insulation off where opportunities exist. Examples: Plenum; air-handler cabinet to plenum; plenum-to-take-off connections; finger/dovetail joints; branch T's, Y's and L's; duct-to-duct connections; and gores on adjustable elbows.
<input type="checkbox"/> Y <input type="checkbox"/> N If no, the project will fail.
Return was (select one): <input type="checkbox"/> Sealed OR <input type="checkbox"/> In conditioned space and not sealed OR <input type="checkbox"/> Not accessible and not sealed OR <input type="checkbox"/> Was not sealed but is accessible

Duct Insulation

Existing duct insulation was re-installed **OR** Ducts were not insulated **OR** New insulation was installed

Manufactured Homes *Select all that apply:*

Belly was accessed Cross-over repairs were made New cross-over was installed End caps installed and sealed

Combustion Appliance Zone (CAZ)

Check for common CAZ devices, such as fireplaces, wood stoves, gas furnaces, and gas water heaters.

Are there any combustion appliances in the home?

Y N *If yes, a CO detector must be installed.*

Is there a UL-approved and functioning CO detector installed in the home? Y N

If no but a CAZ device is present, the project will fail.

A CO detector installed in the home is **required** in all cases where a sealed or non-sealed combustion appliance is located in a conditioned space or attached structure i.e. garage. RECOMMENDED CO detector specifications: UL 2034/CSA 6.19-01, digital display, peak CO memory and recall.

Notes