**Mechanical Ventilation Checklist**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Site Information | | | | Install Date: | | | | | |
| Participant Name: | | | | Participant Phone: |  | | | | |
| Site Address: | | City: | | State: | Zip: | | | | |
|  | | | | | | | Installer | Foreman | Inspector |
|  | Fresh air inlets: Min. of 10’ away from known sources of contamination; placed so snow, plants, or other material can’t obstruct; screens with mesh between 1/16” and 1/2” in width installed over inlets. | | | | | |  |  |  |
|  | Balanced ventilation: ERV or HRV if installed, is certified and listed in the Home Ventilating Institute Directory, Energy Star compliant, and rated for continuous operation. | | | | | |  |  |  |
|  | Ventilation rate: System runs continuously, or intermittently to achieve required ventilation. | | | | | |  |  |  |
|  | Duct materials: Sheet metal or HVAC flex-duct. Min. R-4 in unconditioned space. No vinyl coil duct. | | | | | |  |  |  |
|  | Terminations: Ducts vented to the outdoors, mechanically fastened and air-sealed to termination. | | | | | |  |  |  |
|  | New ventilation ducts: Sized according to “Exhaust Fan Prescriptive Duct Sizing” on page 47 of the BPA Weatherization Program Requirements. | | | | | |  |  |  |
|  | Airflow: Ducts don’t sag, are as straight as possible, no more than two 90-degree turns, or equiv. resistance. | | | | | |  |  |  |
|  | Fasteners: Ducts securely attached to fan housing, at each joint, and to termination fitting using mechanical fasteners. Fasteners don’t interfere with damper operation. | | | | | |  |  |  |
|  | Kitchen exhaust ducts: Made of 28-gauge galvanized steel, stainless steel, aluminum, or copper. | | | | | |  |  |  |
| Notes: | | | | | | | | | |
| By signing below, I certify that the items marked as completed on this checklist were completed for this site. | | | | | | | | | |
| Installation Company Representative: | | | | | | Date: | | | |
| Contractor Name: | | | Phone: | | | | | | |