

Prescriptive Duct Sealing Form (optional)

1) Enter all data on a mobile device or computer at ptcs.bpa.gov using the certified technician's account. This optional form can be filled out for later entry online. Issues entering data? Submit this form for entry:

- Customers of Bonneville Power Administration (BPA) utilities: email ResHVAC@bpa.gov, fax to 1.877.848.4074, or call 1.800.941.3867
- Customers of PGE or Pacific Power: email Residentialforms@energytrust.org or call 1.866.365.3526

2) Submit the Registry Installation Report (found online) and additional required documents to the customer utility. Unless requested by the utility, submission of this form is not required.

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				
Type of Ducts Sealed <i>Select one</i>		<input type="checkbox"/> Seal Existing Ducts <input type="checkbox"/> New Ducts	# 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 <i>Select one:</i> <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 Ducts 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 Ducts 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 <i>If no, status will result in a rejection.</i>
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
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

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

A carbon monoxide (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