



This U.S. Department of Energy checklist includes important specifications that can contribute to a complete and quality installation. All work shall comply with these specifications, all relevant codes and standards, and all manufacturer installation instructions. The contractor shall check each box on the checklist below and sign and date at the bottom to certify the work is completed.

PREPARATION

- For continuous operation, the target ventilation rate for the home shall be based on house size as follows: 50 cfm for up to 1,500 ft², 70 cfm for 1,501 to 2,500 ft², and 100 cfm over 2,500 ft². For intermittent operation, the average air flow shall meet the minimum target ventilation rate specified above (e.g., if the controller operates the air handler fan for a minimum of 20 minutes each hour, then three times the target ventilation air flow is needed).
- Appropriate ventilation equipment shall be selected based on the target ventilation rate and the climate.

INSTALLATION

- The ERV/HRV shall either be connected to the central air handler and use the HVAC ducts for supply air, or have its own independent supply ducts. Return air intakes can either be individually ducted from several rooms or ducted from one or more central locations, or the ERV/HRV can use the HVAC system returns. It is recommended that each occupied room with a door have at least one ducted supply, or one ducted return, or both.
- An HRV/ERV that is connected to the central system supply side shall have a damper to keep air from flowing backward through the unit when the ventilator is off. Each occupied room should have one ducted supply or return or both.
- Outdoor air shall be filtered with a MERV 11 filter or higher, and the pressure drop across the filter shall match equipment capabilities. The filter shall be installed to be easily accessible by occupants.
- The fan shall be oriented so the equivalent length of the duct run is as short as possible. "Equivalent length" shall be calculated in accordance with ANSI/ACCA Manual D Residential Duct Systems.
- The exhaust duct outlet vent shall be located on the exterior of the home where it does not direct air flow onto a walkway and it is situated at least 10 feet from any air inlet.
- Outdoor air intakes shall be equipped with screens to keep out insects and debris, integrated with siding including flashing required to prevent water intrusion, and sealed with caulk or spray foam where the edges of the duct meet the exterior walls or ceilings to limit the infiltration of exterior air into the home.
- All duct seams and connections shall be sealed with mastic or UL 181 tape.
- Ducts installed outside of the thermal envelope shall be insulated to a minimum of R-8.

COMMISSIONING

- The ventilation rate shall be measured using a flow hood, flow grid, or anemometer, in accordance with test procedures listed in ANSI/RESNET/ICC 380-2016, to ensure that the fan is providing the minimum ventilation rate specified above.
- All operation and maintenance procedures shall be reviewed with the homeowner (e.g., how and when to change filter).
- All operation and maintenance procedures shall be reviewed with the homeowner (e.g., how and when to clean the intake screen).

I hereby certify that, to the best of my knowledge and ability, all checked items on the above checklist have been accomplished as part of completion of this home upgrade.

Contractor Signature: _____ Date: _____

Contracting Organization: _____

THE U.S. DEPARTMENT OF ENERGY DOES NOT WARRANT OR ENDORSE THE WORK, PRODUCTS, OR SERVICES OF ANY OF ITS PARTNERS.