



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

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| <input type="checkbox"/> | The entire length of the duct system (e.g., in the attic, basement, or crawlspace) shall be inspected and damaged ducts shall be repaired or replaced. Flexible ducts with excessive length shall be cut to proper length and sharp bends shall be corrected so bends are greater than or equal to one duct diameter radius. |
| <input type="checkbox"/> | All unsupported horizontal duct runs shall be supported with hanger strap or saddle supports that are at least 1.5 inches wide and spaced no more than 4 feet apart, in accordance with the Air Conditioning Contractors of America (ACCA) Manual D and manufacturer's recommendations. Additional supports shall be provided before and after sharp bends in the ductwork. The maximum permissible sag between supports shall be ½ inch per foot. |
| <input type="checkbox"/> | Before sealing the ducts, leakage testing shall be performed in accordance with Residential Energy Services Network (RESNET) Standard Chapter 8 or ACCA Standard 5. Based on this pre-test, a targeted maximum level of duct leakage shall be determined and provided to the owner, preferably 10% or less of total air flow. |
| <input type="checkbox"/> | Airflow shall be measured at each register with a powered flow hood as specified in the RESNET Standard Chapter 8 to help determine likely locations of leaks or damage. |

INSTALLATION

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| <input type="checkbox"/> | All duct leaks, connections, and plenums shall be sealed with UL-approved mastic, UL 181 tape, or equivalent (e.g., aerosol sealant) used in strict accordance with manufacturer's instructions. |
| <input type="checkbox"/> | If the air filter is installed in a filter box attached to the air handler, the filter access panel should be fitted with an air-tight gasket. |
| <input type="checkbox"/> | Duct boots in unconditioned spaces shall be sealed to finished surfaces with caulk, spray foam, or other approved sealants. |
| <input type="checkbox"/> | All accessible ducts in unconditioned areas (attics, crawlspaces, basements, and garages) shall be insulated to ≥ R-8 for supply ducts and ≥ R-6 for return ducts. |
| <input type="checkbox"/> | Insulation moved during duct sealing and insulating shall be replenished to levels that meet or exceed pre-retrofit levels. |
| <input type="checkbox"/> | A MERV 8 or higher filter shall be installed in the filter rack. |

COMMISSIONING

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| <input type="checkbox"/> | After the ducts are sealed, air leakage shall be tested per RESNET Standard Chapter 8 or ACCA Standard 5 and results provided to homeowner to verify that duct leakage is less than or equal to the target level, preferably 10% or less of total air flow. |
| <input type="checkbox"/> | Air flow across the coil shall be tested following procedures approved by ANSI/ACCA Standard 5 QI-2015 to verify it is within the CFM range specified by the equipment manufacturer. If it is not, adjustments shall be made by a qualified HVAC contractor. |
| <input type="checkbox"/> | A pressure balance test shall be performed with bedroom doors closed. Where pressure differentials are ≥ 5 Pascals, transfer grills or jump ducts shall be installed with openings equal to 1 in. ² free opening per CFM of supply air to the bedroom. Jump duct boots shall be sealed to finished surfaces with caulk, spray foam, or other approved sealants. |

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.