









1. 0	Ceiling Insulation in Attics	Verified				
1.1	Notification: The appropriate utility was provided with at least 72 hours advance notice for in-progress verifications.					
1.2	Debris: Degradable and absorbent scrap materials have been removed from the attic.					
1.3	Water issues: Known water leaks and moisture damage has been repaired prior to installing insulation.					
1.4	Knob-and-tube wiring: Insulation installed in contact with active knob-and-tube wiring was approved in writing by a licensed electrician. A Knob and Tube Wiring Inspection Report has been submitted to the utility, if K&T is present.					
1.5	Interior access: Access to the interior of the home has been obtained to identify heat producing fixture locations.					
1.6	<b>Shields</b> : Rigid, non-combustible materials. Extend min. 4" above new insulation and 3" clearance around non-IC fixtures. Attached to framing. Insulation removed from top and inside of shield.					
1.7	Flues and chimneys: A shield is installed so that at least a 2" clearance is maintained between insulation and flues and chimneys, to comply with local code.					
1.8	Kitchen exhaust ducts: Kitchen fan ducts are at least 28-gauge metal.					
1.9	<b>Exhaust ducts</b> : Sheet metal or flex duct, mechanically fastened and sealed to vent to the outdoors, insulated to R-4, supported to prevent sagging, and must be as straight as possible, with no more than two 90deg turns, or equivalent. Newly installed ducts are sized properly (see specs p.47, or see below). No vinyl coil duct.					
1.10	Exhaust duct penetrations sealed: Gaps around exhaust fans have been air sealed with spray foam or equivalent.					
1.11	Open chases sealed: Accessible open chases have been covered with an air-impermeable material and air sealed.					
1.12	Insulation depth rulers installed: Installed 1 for every 300 square feet of attic area when blown insulation used.					
1.13	<b>Attic hatch dams</b> : Rigid wooden dams (or insulation batts laid flat) are installed around attic accesses to prevent insulation spilling into living/storage space to maintain consistent insulation levels. Cardboard not used.	_				
1.14	<b>Hatches</b> : Attic access doors have weather-stripping to create an effective air seal between the door frame and the door, and are insulated (R-30 for horizontal doors, and R-19 for vertical doors) if adjacent to conditioned spaces.	_				
1.15	Pull-down stairs: Weather-stripped, insulated to min. R-10, or a new stair assembly with min. R-5 & weatherstripping.					
1.16	Attic walls/Kneewalls/Skylights: Insulated to min R-13, new & existing insulation covered w/vapor perm air barrier.					
1.17	<b>Exterior accesses secured</b> : Attic access openings to the outdoors or a garage are animal-proof with a cover and a mechanical fastener (latch or screw). Covers are wood or a framed screen (not cardboard or visqueen).	0				
1.18	<b>Soffit baffles</b> : Insulation/debris removed from vents. Baffles are rigid, air impermeable, and extend at least 4" above final attic insulation. Opening between baffle and roof sheathing equal or greater than area of soffit vent. Baffles reach exterior side of top plate and attach to rafters.					
1.19	<b>Ventilation</b> : Attic passive ventilation has a net free-ventilating area of at least 1/150, or 1/300 if split high/low. Soffit/eave/gable vents are clear and baffled, with baffles extending 4" above finished insulation level.					
1.20	Vapor retarder: If present, the vapor retarder is installed in contact with attic side of ceiling. No vapor retarder installed over existing attic insulation.					
1.21	<b>Fully insulated</b> : Final R-value is a minimum of R-49, or the highest R-value approaching R-49 that is practical. In attics with floor decking, insulation has been installed under the decking so that the cavities are filled.	-				











2.	Exterior Roof Insulation	Verified					
2.1	Notification: The appropriate utility was provided with at least 72 hours advance notice for in-progress verifications.						
2.2	Rigid Insulation: Insulation is rigid board form, with an insulation value of at least R-20.						
2.3	Open cavities: Insulation is not installed over a cavity that is ventilated with the outdoors.						
2.4	Weather-proof detailing: Roof covering, flashing and drainage are installed to prevent water leaks.						
3.	Interior Roof & Sloped Ceiling Insulation						
3.1	Notification: The appropriate utility was provided with at least 72 hours advance notice for in-progress verifications.						
3.2	<b>Sloped ceilings with ventilated cavities</b> : Where ceiling cavities are <i>not</i> completely filled with insulation, there exists at least a 1 inch air gap between the insulation and roof deck, and the net free-ventilating area is at least 1/150 (or 1/300 split between hi/low) so that moisture can escape.	0					
3.3	Short sloped ceilings (<8ft) with filled cavities: Where the length of the slope is <i>less</i> than 8 feet, and where a ventilated attic exists both above and below the slope, and the ceiling joist cavities have been filled with insulation, the finished ceiling has been air sealed, the upper and lower cavity openings are left vapor-permeable, and the net freeventilating area is at least 1/150 (or 1/300 split between hi/low) so that moisture can escape.						
3.4	Full sloped ceilings (>8ft) with filled cavities: Where the length of the slope is <i>greater</i> than 8 feet and the ceiling cavities have been filled with insulation, the insulation value is at least R-24 (or as high as possible given the cavities), the insulation material is an air-impermeable vapor retarder, and the perimeters of the insulation are sealed at all seams to create a continuous air barrier to prevent condensation on the bottom side of the roof deck.						
3.5	ICAT fixtures: All recessed fixtures in sloped ceiling assembly are UL rated for Insulation Contact Air Tight (ICAT).						
<b>4</b> . I	HVAC Duct Insulation & Duct Sealing						
4.1	Ducts prepared before attic insulation: HVAC ducts located in attics have been sealed with mastic and insulated prior to being made inaccessible by newly installed attic insulation. See BPA requirements for duct sealing.	_					
4.2	Fasteners: HVAC duct insulation is fastened to the ducts using mechanical fasteners (straps, twine, pins, etc).						
4.3	Duct R-value: Newly installed HVAC duct insulation has an insulation value of no less than R-8.						
5. I	nsulated Doors						
5.1	ENERGY STAR: Doors are pre-hung and meet ENERGY STAR specifications.						
5.2	Voids filled with insulation: All interior or exterior voids over 3/8" were filled with non-expanding foam or similar.						
5.3	Water-resistive barrier: Door incorporated into the home's water-resistive barrier.						
5.4	<b>Finished door</b> : Doors are installed square, plumb and level. Doors operate smoothly and properly. When in the closed position, doors make a fully sealed contact with weather stripping and threshold.	0					











6.	Floor Insulation	Verified
6.1	<b>Before work</b> : All scrap materials removed from the crawlspace. Plumbing or sewer leaks repaired. Standing water in the crawlspace drained. Bulk water problems repaired.	
6.2	Ground-moisture barrier: Approved materials used, no soil left exposed, seams overlap by 12".	
6.3	<b>Knob-and-tube wiring</b> : Insulation installed in contact with active knob-and-tube wiring was approved in writing by a licensed electrician. A Knob and Tube Wiring Inspection Report has been submitted to the utility, if K&T is present.	
6.4	<b>Exhaust ducts</b> : Sheet metal or flex duct, mechanically fastened and sealed to vent to the outdoors, supported to prevent sagging, and must be as straight as possible, with no more than two 90deg turns, or equivalent. Newly installed ducts are sized properly (see specs p.47 or see below). No vinyl coil duct. For dryer exhaust, metal clamps used (no screws), comply with local code and manufacturer specifications, don't exceed 25 feet, and slope downward toward the termination fitting.	
6.5	<b>Penetrations sealed</b> : Accessible electrical and plumbing penetrations have been air sealed with spray foam or equivalent. Open chases or openings under bathtubs have been covered and air sealed. (For manufactured homes with an intact rodent barrier, penetrations may be considered inaccessible.)	_
6.6	<b>External access hatches:</b> Fasteners/hinges made from corrosion-resistant materials, horizontal hatches shed water away from foundation, wood in contact with ground is moisture- and rot-resistant, existing access covers in good condition, weather- and vermin-resistant.	0
6.7	<b>Inside access hatches</b> : Weather-stripped and insulated (R-25 for horizontal doors, and R-13 for vertical doors) using staples and twine, or equivalent, if adjacent to conditioned space.	_
6.8	<b>Ventilation</b> : Total net free area not less than 1 sqft per 150 sqft of underfloor area. (Utility rep may allow reduced ratio of 1/1500 for dry crawlspaces or basements.)	
6.9	<b>Vent openings</b> : Vent openings covered with corrosion-resistant wire mesh with openings not more than 1/4" in width or length. Located close to corners and provide cross ventilation in crawl space.	
6.10	<b>Vertical walls</b> : Walls to conditioned space are insulated to min R-13, with newly installed insulation covered with a vapor permeable air barrier.	
6.11	<b>Batt insulation</b> : Cut to fit around obstructions. No gaps or voids. Cavities are fully insulated (at least R-19 for 6" joists; R-25 for 8" joists; or R-30 for 10" joists). Vapor-retarder (if present) installed against floor sheathing.	
6.12	<b>Insulation support:</b> Insulation supported with wood lath, polypropylene twine, or wire, and fastened to floor joists no more than 18" apart (or for joists spaced at 48", supports are fastened no more than 12" apart).	
6.13	<b>Exposed floors</b> : Any insulation that is not enclosed by a crawlspace and is exposed to the weather (wind, etc) is protected by an air barrier and an animal-proof cover system.	
6.14	<b>Blown floor insulation</b> : Insulation restrainer installed securely to floor joists. Approved insulation material installed in full contact with sub-floor. Holes in the insulation restrainer are permanently patched (using plugs or repair material affixed with outward clinch stitch-staples or adhesive, or equivalent).	<b>-</b>
6.15	<b>Insulation covered in intermediate zones</b> : Insulation installed in intermediate zones where occupants might routinely access (ie. above a basement laundry room or storage) has been covered with a vapor-permeable air barrier.	
6.16	Water pipes: To protect against freeze damage, insulate domestic water pipes located in unconditioned spaces to a minimum of R-3 and secure the insulation to pipes at a minimum of every 12 inches.	











7. \	Wall Insulation	Verified						
7.1	Notification: The appropriate utility was provided with at least 72 hours advance notice for in-progress verifications.							
7.2	<b>Knob-and-tube wiring</b> : Insulation installed in contact with active knob-and-tube wiring was approved in writing by a licensed electrician. A Knob and Tube Wiring Inspection Report has been submitted to the utility, if K&T is present.							
7.3	Below-grade walls: No fiberglass is in contact with masonry or concrete.							
7.4	<b>Wall R-value</b> : Insulated to R-11, or the highest practical R-value. All cavities in accessible exterior walls are filled, including small cavities above, below and on the sides of windows and doors.							
Blov	wn Wall Insulation							
7.5	<b>Interior access</b> : Access to the interior of the home has been obtained to identify heat producing fixture locations and to monitor walls for blow outs.							
7.6	Wall-mounted heaters: Blocked to prevent contact with insulation. If blocking can't be installed, cavity not insulated.							
7.7	<b>Insert-tube method</b> : Where the insert-tube method was used, the tube was inserted to the very top and bottom of each cavity. Cavities were filled completely.							
7.8	<b>Two-hole method</b> : Where the two-hole method was used, the lower holes are located no higher than 48" above the floor, and the upper holes located no lower than 12" from top of wall. Cavities were filled completely.							
7.9	Holes through siding are paint-ready: Where holes were drilled through siding, holes are plugged, sealed, weatherproof, and ready to paint. If the surface of the plug is below the surface of the siding, the hole is filled with non-shrinking filler.							
7.10	<b>Holes</b> <i>beneath</i> <b>siding</b> : Holes that were drilled beneath siding are plugged and completely covered by the siding. Partially exposed plugs are covered by a properly lapped weather paper.	_						
7.11	Siding replaced: Siding that was removed was replaced and securely fastened back in place. The homeowner was contacted to discuss what to do about any damaged siding.							
7.12	Clean up: After completion of work, electrical outlets and switches and interior surfaces were inspected. Insulation material was removed as needed.	_						
Batt	: Wall Insulation							
7.13	Air barrier: Existing & newly installed wall insulation in open attic cavities (i.e. knee walls) is covered with a vapor-permeable air barrier (i.e. house wrap) to keep insulation in contact with the wall and to provide improved insulation performance.	-						
Rigi	d Exterior Wall Insulation							
7.14	Water resistive barrier: Code-approved water resistive barrier (house wrap or similar) was installed during retrofit.							
7.15	Continuous insulation: If installed, sheets are fitted tightly together so they are continuous across wall section.							
7.16	Windows details: Water resistive barrier was incorporated into the window flashing to provide a continuous drainage plane.	0						









8.	Windows (and sliding glass or French patio doors)	Verified
8.1	<b>NFRC rating</b> : Windows have appropriate documentation of NFRC rating. If a manufacturer's order confirmation is not available, then the NFRC stickers have been saved for homeowner and utility use.	
8.2	Windows arrived free of defects: Windows have been inspected before installation. Damaged windows have been set aside for manufacturer replacement.	
8.3	Old windows: Carefully removed with framing and trim left undamaged. Damaged framing or flashing replaced.	
8.4	Fastener materials: All replacement fasteners and hardware are stainless steel or other corrosion-resistant material.	
8.5	Pressure-treated wood: Any wood that touches the ground or concrete is pressure-treated.	
8.6	Window supports: Weight of window supported by the sill, using shims under main vertical supports.	
8.7	<b>Voids filled with insulation</b> : All interior or exterior voids (including window-weight channels) over 3/8" were filled with backer rod, non-expanding foam, or equivalent window manufacturer-approved material prior to any caulking.	_
8.8	Sealing: Windows are installed so that they are weather tight and prevent water penetration and air infiltration.	
8.9	<b>Safety glass</b> : Safety glass was installed in locations where the risk of glass breakage is high (including patio doors, and windows near doors), as required by code. Manufacturer's safety glazing label is visible on glass panes.	
8.10	<b>Exposed windows</b> : Where overhangs are absent, metal head flashing installed behind exterior siding and house wrap at least 1", overlapping sides of windows, with at least 1/4" downward-bending lip on front and ends of flashing.	
8.11	<b>Wood is paint-ready</b> : All exterior wood, including frame, sash, trim, stops and sills on all sides and ends has been caulked and primed.	
8.12	Window size: Replacements windows do not result in an increased window area, unless they are meeting minimum code egress requirements.	
8.13	<b>Finished windows</b> : Windows are installed so they are square, plumb and level, are free from exposed burrs, sharp corners and other hazardous conditions, operate smoothly and properly, and provide a workmanlike installation.	_
Nail	ing-Fin Windows	
8.14	Fasteners: Heads wide enough to span nailing-fin holes. Fasteners not over-driven, nailing-fin is not deformed.	
8.15	Window supports: Window's weight not supported by nailing-fin.	
Blo	ck-Frame or Finless Windows	
8.16	<b>Fasteners</b> : Secured to rough opening within 4" of each corner and a min. 12" along remainder. Screws fastened through the window frame with screws designed for this purpose. Jamb clips fastened to the window and to the opening in separate steps, if used.	0
Flus	sh-Fin Windows	
8.17	Caulking: Backside of window fin caulked with a sealant that remains flexible. Caulking interrupted on bottom fin at 1" on each side of the weep hole.	
8.18	<b>Fasteners</b> : Secured to rough opening within 4" of each side corner and a min. 12" on center along remainder. Screws fastened through the window frame with screws designed for this purpose. Fastening plates fastened to the window and to the opening in separate steps, if used.	0











9. P	Prescriptive Air Sealing	Verified
9.1	If a combustion appliance exists in the home, a CO alarm exists and has been verified to be working.	
Attic		
9.2	Attic hatch/door: Weatherstripping installed between the attic access frame and hatch or knee wall door.	
9.3	Pull-down stairs: Weatherstripping or gasket installed between pull down stair cover frame and door, or an air-tight cover installed between stairs and attic.	0
9.4	Duct boots: Mastic (or similar) installed around the perimeter of duct boots, between the boot and the ceiling.	
9.5	Chases & open cavities: Rigid barrier attached to attic floor or wall and sealed with foam & caulking. Clearances maintained from combustible materials. Fire-rated materials used as appropriate near heat-producing devices.	0
9.6	<b>Non-IC rated fixtures</b> : Fixture sealed between interior finish and the fixture, or a non-flammable air-sealed box installed over fixture. Shield extended above new attic insulation. No insulation covers the top of the shield.	_
9.7	IC rated fixtures: Fixture sealed between interior finish and the fixture, or air-sealed box installed over fixture. Fixture not covered with spray foam and openings in the fixture are not sealed. Attic insulation can be installed over fixture.	_
9.8	<b>Bath fans</b> : Foam, caulk, or other airtight sealant installed around perimeter of bath fans. Fire-resistant caulk used for bath fans with a heat source. Gaps larger than 1" spanned with sheet metal.	0
9.9	Electrical fixtures and plumbing penetrations: Foam, caulk or other airtight sealant installed at penetrations.	
9.10	Top plates: Drywall-to-top-plate connections, wood-to-wood seams, top plate penetrations sealed.	
9.11	Drop soffits: Rigid material installed and sealed with foam or caulk to close off drop soffits from the attic.	
9.12	Floor joists under knee walls: Rigid material installed between floor joists and foamed or caulked.	
9.13	<b>Tops of balloon-framed walls:</b> Foam, caulk, or other air-tight seal installed at the tops of balloon-framed walls and to open walls between split-level attic areas. Perimeter of each stud space foamed or caulked.	
Unde	erfloor Crawlspace	
9.14	Crawlspace hatch/door: Weatherstripping installed between the crawlspace access frame and hatch or door.	
9.15	Chases & open cavities: Rigid barrier attached to floor or wall and sealed with foam or caulking. Clearances maintained from combustible materials. Fire-rated materials used as appropriate near heat-producing devices.	_
9.16	Duct boots: Mastic (or similar) installed around the perimeter of duct boots, between the boot and the floor.	
9.17	Electrical fixtures and plumbing penetrations: Foam, caulk or other airtight sealant installed at penetrations.	
9.18	Sill-plate: Sealed to stem-wall connections with foam or caulk.	
9.19	Rim-joists: Rigid material installed between rim joists if no blocking is present. Perimeter of each rim joist cavity between basements and crawl spaces foamed or caulked.	_
Exte	rior Walls	
9.20	Electrical fixtures and plumbing penetrations: Foam, caulk or other airtight seal installed at penetrations.	
9.21	Exterior doors: Weatherstripping installed around exterior doors.	_

(Refer to Specifications for additional details)











10.	Whole-House Air Sealing	Verified						
10.1	Pre-seal blower door: A preliminary blower door test was performed by a certified technician to determine air leakage (in CFM50) before any sealing is completed.  During the test, all windows and doors were closed, interior doors were open, combustion appliances were temporarily turned off, forced-air supply and return registers were opened, and exhaust fan vent openings that do not have backdraft dampers were temporarily sealed.							
10.2	<b>Air sealing</b> : All accessible locations identified on the Prescriptive Air Sealing checklist (see above 9.2 through 9.21) have been air sealed with spray foam, mastic, caulk, or equivalent material.							
10.3	CO alarm: If a combustion appliance exists in the home, a CO alarm exists and has been verified to be working.							
10.4	CAZ test: If a combustion appliance exists in home, a worst-case depressurization test was performed for each combustion appliance zone (CAZ) by a certified technician to determine depressurization (in Pascal), both before and after air sealing. Each zone must not exceed the following maximum depressurization limits:  Zones with sealed combustion appliance: Max depressurization = -10 Pa Zones with atmospheric burners (induced-draft or wood-burning appliance): Max depressurization = -5 Pa Zones with atmospherically vented water heater: Max depressurization = -2 Pa							
10.5	<b>Failed CAZ mitigation</b> : Any combustion appliance zones that failed the worst-case depressurization test have been discussed with the homeowner and mitigated by the contractor.							
10.6	<b>Final blower door</b> : A final blower door test was performed by a certified technician immediately following the installation of whole-house air sealing measures.	_						
10.7	<ul> <li>Ventilation assessment: The ventilation levels in the home have been assessed (below) and comply with BPA requirements.</li> <li>A. Whole-building ventilation requirement (in CFM) = (Floor Area) x 0.03 + (# bedrooms +1) x7.5     For this home, the required ventilation rate is:</li></ul>							
10.8	Ventilation ducts: Ventilation ducts have been air sealed, secured, and vented to the exterior of the structure.	_						
10.9	<b>Wrap-up</b> : The house was returned to its original condition, including confirming pilot lights were not extinguished, HVAC settings returned to previous setting, and any temporary plugs removed.							

Note: the following locations are considered "not accessible" and are not required to be air sealed:

- Where building structure or mechanically fastened materials block access.
- Any air sealing opportunities immediately adjacent to eave line (i.e. top plates, electrical and plumbing penetrations, can lights, drop soffits).
- Attic penetrations covered by more than 5 inches of loose-fill insulation or a combination of loose-fill and batt insulation.
- Areas with existing vermiculite insulation, due to possible risk of asbestos exposure.

Exhaust duct sizing: (see also 1.9, above)

(Refer to Specifications for additional details)









#### APPENDIX 2: EXHAUST FAN PRESCRIPTIVE DUCT SIZING

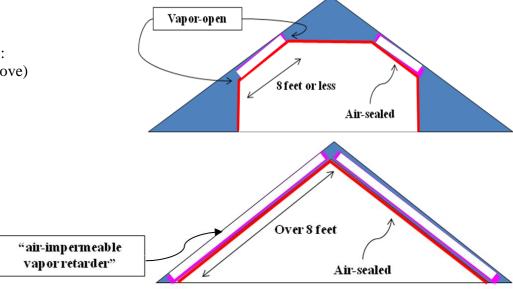
Use table below to size new exhaust fan ducts correctly.

Table 12 - Exhaust Fan Prescriptive Duct Sizing

	Rated Fan CFM							
	50	80	100	125	150	200	250	300
Duct Dia.	Smooth Hard Duct - Maximum Duct Length in Feet							
3"	5	Х	Х	Х	х	Х	Х	Х
4"	114	31	10	Х	Х	Х	Х	Х
5"	NL	152	91	51	28	Х	Х	Х
6"	NL	NL	NL	168	112	53	25	9
7"	NL	NL	NL	NL	NL	148	88	54
8"	NL	NL	NL	NL	NL	NL	198	133
Duct Dia.	HVAC Flex Duct - Maximum Duct Length in Feet							
3"	х	Х	Х	Х	Х	Х	Х	Х
4"	56	4	Х	Х	Х	Х	Х	Х
5"	NL	81	42	16	2	Х	Х	Х
6"	NL	NL	158	91	55	18	1	Х
7"	NL	NL	NL	NL	161	78	40	19
8"	NL	NL	NL	NL	NL	189	111	69

NL: No limit; X: not allowed Table assumes no elbows. Deduct 15 ft from allowable duct length for each elbow.

Sloped ceiling drawings: (see also 3.3 and 3.4, above)



Window types: (see also 8.14 - 8.18, above)







Flush Fin **Nail Fin** 

**Block Frame**