

Return Form To:

Utility Name
 Address
 City/State/Zip
 Email
 Fax

PRESCRIPTIVE DUCT SEALING DATA COLLECTION TOOL

Program Requirements:

Ducts must be sealed according to [BPA Prescriptive Duct Sealing Specifications](#).

Completed data collection tool must be submitted to customer's electric utility.

Site Information

Company Name	Technician Name (optional)	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 Primary 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 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				
# Supply Registers			# Return Grilles	
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](http://www.bpa.gov/energy-and-services/efficiency/document-library) found at www.bpa.gov/energy-and-services/efficiency/document-library

Duct Repair

Select all issues that apply: No repairs done Large gaps in sheet metal Rusted portions Missing sections
Metal duct connections: No metal ducts present **OR** All are fastened (e.g. 3 metal screws at each connection where required)
Flex duct connections: No flex ducts present **OR** All flex ducts are joined to a section of rigid duct of matching diameter
Flex duct liners: No flex ducts present **OR** Interior and exterior liners of flex duct connections are secured

Duct Support and Connections

Duct support: Ducts did not require support **OR** Duct supports were added
Ground contact: Ducts do not contact ground **OR** Closed-cell rigid insulation is under the ducts to prevent contact
Boots are mechanically fastened to the subfloor or respective surface: Y N *If no, the project will fail.*

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.

Y N *If no, the project will fail.*

Return was (select one): Sealed **OR** In conditioned space and not sealed **OR** Not accessible and not sealed **OR**
 Was not sealed but is accessible

Duct Insulation

Existing duct insulation was re-installed **OR** New insulation was installed **OR** No new insulation 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 *If yes, a CO detector must be installed.*

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

If no but a CAZ device is present, the project will fail.

A 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