

Prescriptive Duct Sealing Data Collection Tool

Program Requirements: Ducts must be sealed according to BPA Prescriptive Duct Sealing Specifications **AND** Completed data collection tool must be submitted to Benton REA.

Site Information

Address:		City:			State:	Zip:
Home Type:	Existing	Manufactured: #of sections	1	2	3	Heated area: Sq Ft
Foundation type:	Crawlspace	Full basement	Half basement	Slab		
Existing Primary Heating System:						
Electric forced air w/out AC		Electric forced air w/AC		Electrical zonal		Air source heat pump
Ground source heat pump						
Back up Heat:	None	Electric forced air		Electric zonal		
		Natural gas furnace		Non-electric space heating		
#of Supply Registers:				#of Return Grilles:		
Location of duct work. Ducts are considered to be in unconditioned space when they are invented crawlspaces, attics, and unheated garages. Basements are considered conditioned space. Bellies of manufactured homes are considered accessible.						
Qualifying Characteristic <i>Select one:</i>						
At least 30% of the supply ducts are in unconditioned space and accessible, OR						
There are high operating pressure leaks in unconditioned space (i.e. plenum).						

Installation Checklist *All work much 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: matching diameter	No flex ducts present OR All flex ducts are joined to a section of rigid duct of
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 <u>OR</u> Duct supports were added
Ground contact:	Ducts do not contact ground <u>OR</u> Closed-cell rigid insulations 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 <u>OR</u> In conditioned space and not sealed <u>OR</u>
	Not accessible and not sealed <u>OR</u> Was not sealed but is accessible
Duct Insulation	
Existing duct insulation was re-installed <u>OR</u> New Insulation was installed <u>OR</u> 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 stove, 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 detectors specifications: UL2034/CSA6.19-01, digital display, peak CO memory and recall.	
Notes	

SUBMIT YOUR APPLICATION TO:

Benton REA
Attn: Energy Efficiency

Prosser Office
402 7th St.
Prosser, WA 99350

West Richland Office
6095 W. Van Giesen St
West Richland, WA 99353