Field Checklist for Certification Approval as a Ft. Collins Insulation/Insulation Specialist

Contractor Name _____ **Company Name** _____

Date	*Initials**	*Skill*
		Blower Door
		Set-up and conduct single-point blower door test and confirm your test is within 10% of the auditor's original blower door data.
		Use blower-door to verify the required minimum 10% building shell air leakage reduction (CFM50).
		General Air-Sealing
		Take digital photos of air sealing materials around heat sources like b-vents, fireplaces and chimneys. Sealants used for air-sealing around a heat source must meet ASTM 136.
		Seal thermal bypasses (total air seal not required): NOTE this requires following the Energy-Star Thermal By-pass Checklist Chases, b-vents, chimneys, plumbing & wiring top plate penetrations, knee walls and skylights, etc. (contractor discretion as to which minor thermal bypasses to seal. All significant thermal bypasses shall be sealed).
		Air seal all recessed lighting with either covers or inserts. Air seal can or cover to drywall.
		Install winterization cover over existing whole house fans. The contractor is encouraged to recommend replacement of old whole house fans with versions with insulated doors.
		Crawl Space, Foundation Wall & Rim
		Inspect exterior perimeter of foundation for improper grading and downspout extensions.
		Inspect inside foundation walls for past or present indications of moisture: efflorescence on foundation walls, evidence of moisture or mold in the dirt.
		If there is evidence of past or present moisture in crawl spaces, install an active ventilation system: perforated vent pipe under barrier, with solid pipe to outside and a low wattage ventilation fan.
		Install a moisture/soil gas barrier sealed 12" up foundation wall, or to foundation plate if moisture issues.
		Insulate and air seal rim joists and foundation plate using one of the following methods: Option 1 = 2" of XPS or Polyiso foam board cut to fit, foamed-in place. Option 2 = 2" of high density, closed cell, 2-part spray foam.
		Exterior access to crawl space must be insulated and air sealed.
		Close off and air-seal vents to the outside if the crawlspace is conditioned or semi-conditioned space.
		Foundation Walls to be insulated following one of the following methods. Must use either option 1 or 2 Rim Joist insulating and air sealing method. Fiberglass blanket (on crawl space walls only): ° R-13 (4") minimum, with a perforated class C vinyl facing. ° Cannot be used if evidence of moisture is present unless moisture soil gas barrier extends up to foundation plate Rigid foam board: ° Must be 2" of XPS or Polyiso foam board cut to fit, foamed-in place (R-10 min). ° Seal all foam board joints with spray foam ° Must have ignition barrier unless using Thermax or R-max 8850. Spray foam: o Must have ignition barrier if crawl space has "utilities" (plumbing, mechanical, or wiring) o Must meet Flame Spread and Smoke Development requirements o Must be R-10 (2" thick) minimum
		Cantilevers
		Completely fill joist cavities with blown insulation**
		Must have 6 sided air barrier. Air seal soffit board outside and block and air seal inside. Blow into bag in floor joist space ok in lieu of block and air seal, if basement is finished and not accessible.

		Floor over Garage:
		Air seal return air ducts or header pans in joist spaces to be insulated. Repair drywall.
		Net water pipes to warm side in floor joist space to be insulated
		Insulation must completely fill joist space.
		Exterior Frame Walls
		All wall cavity spaces dense packed via fill tube method**
		Plug, seal, and refinish all drill holes in siding or drywall
		Air seal electrical outlets, switch boxes, and interior side of exterior walls to be insulated.
		Attic & Ceilings
		Air seal all shell components interfacing with attic, including knee walls and skylights. Install an air-barrier on the attic side of knee walls or skylights or insulate per below.
		Attic Insulation improved by R-25 or greater in areas where the disturbed insulation is R-30 or less. Installation shall be RESNET Grade 1.
		Attic hatch must be insulated to R-38 with foam board, heavy MDF board, and drywall. Air-seal hatch with high density foam tape under the lid. Full depth insulation curb around the hatch.
		Provide adequate soffit ventilation baffles and full depth insulation coverage to the exterior edge of top plates with insulation stops on the outside edge of top plates.
		Cathedral Ceilings
		Dense-pack with cellulose or short fiber fiberglass**
		Air-seal all light and fan boxes. Recessed light boxes must be AT or install inserts and seal around drywall
		Attic Knee Walls and Skylights
		Insulate with R-11 over existing insulation: perforated vinyl faced blanket, foam board or spray. Seal on all edges. Foam board or spray must be listed to be left exposed or have ignition barrier.
		Insulate un-insulated walls or shafts with R-19: vinyl faced blanket, foam board or spray. Seal on all edges. Foam board or spray must be listed to be left exposed or have ignition barrier.
		HVAC in Attic
		Fix obvious HVAC duct issues discovered during audit prior to blowing attic insulation: Reconnect disconnected ducts, un-insulated ducts must be insulated to minimum R-8, fix ducts with severely restricted airflow, seal obvious duct leaks. Extend bath or kitchen exhaust fans to a dedicated roof jack.
		Combustion Safety Test (CST)
		Perform worst case conditions spillage test on all natural draft combustion appliances.
		Perform natural conditions spillage test if CST failed under worst case conditions. Fill out CO disclosure form and have homeowner sign it. Explain possible reasons why the appliance failed the worst case test and the repairs that can be made.
Notes:		

**Initials indicate the Mentor is verifying that the item has been acceptably done WITHOUT the contractor needing help from the Mentor.*
***The mentor needs to confirm these areas through an IR camera inspection.*

Final Certification- Mentor Signature: _____ **Date:**_____