



NEO Weatherization Assistance Program Quality Control Form

(List Comments on Page 11)

**FORM
WX1**

Agency <input type="checkbox"/> BVCAP <input type="checkbox"/> CAPLSC <input type="checkbox"/> CAPMN <input type="checkbox"/> CNCAP <input type="checkbox"/> NENCAP <input type="checkbox"/> NWCAP <input type="checkbox"/> SENCA	Inspector Name: _____	Job Number: _____
Client Name: _____	Address: _____	Phone: _____
NEO QCI: _____	Subgrantee QCI: _____	Primary Fuel Type: <input type="checkbox"/> Nat. Gas <input type="checkbox"/> Fuel Oil <input type="checkbox"/> Propane <input type="checkbox"/> Electric <input type="checkbox"/> Other: _____

FILE REVIEW

1. Lead Safe Weatherization Documentation

1. Lead Hazard Pre-Renovation Form
 Yes
 No, why _____
 N/A, 1978 or later or verified as lead free

2. Certified Renovator Documentation
 Yes Certified Renovator: _____ Certified Firm: _____
 No, why _____
 N/A, 1978 or later or verified as lead free

3. Crew/Contractor Information Included
 Photo Documentation Included: Yes No Additional Documentation: _____

2. Mold and Moisture Documentation

1. Mold Assessment and Release Form
 Yes
 No, why _____

2. Observed Issues/Concerns: _____

3. Health and Safety Testing/Documentation

1. Heating System Inspection:
 Initial Inspection Completed By: _____
 2nd Inspection Completed By: _____
 Sizing Calcs. Completed for Replacement Unit(s): Yes No, Why _____

2. Pre-Weatherization – Completed by: _____
 Primary Heat: CAZ Draft CO Combustion Efficiency No, or not able to determine if testing was completed
 Other appliances tested:
 Water Heater: CAZ Draft CO Notes: _____
 Stovetop/Range: CAZ Draft CO Notes: _____
 Other: CAZ Draft CO Notes: _____

3. Post Weatherization – Completed by: _____
 Primary Heat: CAZ Draft CO Combustion Efficiency No, or not able to determine if testing was completed
 Other appliances tested:
 Water Heater: CAZ Draft CO Notes: _____
 Stovetop/Range: CAZ Draft CO Notes: _____
 Other: CAZ Draft CO Notes: _____

4. Air Infiltration Testing

1. Pre-Weatherization: _____ CFM⁵⁰ Completed by: _____

1. Pre-Infiltration: _____ CFM⁵⁰ Completed by: _____

2. Post-Infiltration: _____ CFM⁵⁰ Completed by: _____

2. Post-Weatherization: _____ CFM⁵⁰ Completed by: _____

5. Energy Audit Documentation

1. All Identified Measures Completed: Yes No, Why _____

2. Data Entry Measures Reviewed: Yes No, Why _____

Measures Recommended: _____

Comments: _____

6. State Historic Preservation Documentation

1. SHPO Approval Included:

- Yes
- No, why _____
- N/A, home is less than 45 years old

ON-SITE WORK ASSESSMENT

7. Attics

1. Attic Air Sealing Performed N/A On Work Order: Y or N On BCJO: Y or N

- Yes, work appears to have been performed to specified standards.
- Yes, work appears to have been performed but cannot verify (no access to attic, closed cavity, etc.).
- Yes, work appears to have been performed to specified standards but does not reflect good workmanship.
 Explain: _____
- Yes, some work was performed but NOT ALL work meets specified standards.
 Explain: _____
- No, item does not appear to have been performed but can not verify (no access to attic, closed cavity, etc.).
- No, item was on work order but not installed and NO justification in the file.
- No, site visit indicates that it should have been on work order.

2. Attic Insulation Installed N/A On Work Order: Y or N On BCJO: Y or N
 Pre Wx R= _____ Post Wx R= _____

- Yes, work appears to have been performed to specified standards.
- Yes, work appears to have been performed but cannot verify (no access to attic, closed cavity, etc.).
- Yes, work appears to have been performed to specified standards but does not reflect good workmanship.
 Explain: _____
- Yes, some work was performed but NOT ALL work meets specified standards.
 - Improper material choice
 - Not to proper depth
 - General installation concerns. Explain: _____
- No, item does not appear to have been performed but can not verify (no access to attic, closed cavity, etc.).
- No, item was on work order but not installed and NO justification in the file.
- No, site visit indicates that it should have been on work order.

3. Insulation Certificate Completed and Posted N/A On Work Order: Y or N On BCJO: Y or N

- Yes, certificate includes appropriate information and is visible from the access.
- Yes, certificate includes appropriate information, but in location other than attic.
- Yes, certificate is installed but not complete or does not include all appropriate information.
- No, certificate is not completed and posted.

4. Heat Source Shielding and/or Damming N/A On Work Order: Y or N On BCJO: Y or N

- Yes, work appears to have been performed to specified standards.
- Yes, work appears to have been performed but cannot verify (no access to attic, closed cavity, etc.).
- Yes, work appears to have been performed to specified standards but does not reflect good workmanship.
- Yes, some work was performed but NOT ALL work meets specified standards.
 Explain: _____
- No, item was on work order but not installed and NO justification in the file.
- No, item was not on work order, even though standards require it.
- N/A, no heat sources or vents go through the attic.

5. Attic Venting N/A On Work Order: Y or N On BCJO: Y or N

- Yes, work appears to have been performed to specified standards.
- Yes, work appears to have been performed but cannot verify (no access to attic, closed cavity, etc.).
- Yes, work appears to have been performed to specified standards but does not reflect good workmanship.
 Explain: _____
- Yes, some work was performed but NOT ALL work meets specified standards.
 Explain: _____
- No, item was on work order but not installed and NO justification in the file.
- No, item was not on work order, even though standards require it.

7. Attics (continued)

6. Attic Access Insulated, Air Sealed and Secured N/A On Work Order: Y or N On BCJO: Y or N
- Yes, work appears to have been performed to specified standards.
- Yes, work appears to have been performed to specified standards but does not reflect good workmanship.
Explain: _____
- Yes, some work was performed but NOT ALL work meets specified standards.
- Improper material choice
- Not to proper depth
- Minimum access size (13" x 20") confirmed
- General installation concerns.
Explain _____
- No, item was not on work order, even though standards require it.
- No, item was on work order but not installed and NO justification in the file.

7. Energy Related Attic Repairs Documented N/A On Work Order: Y or N On BCJO: Y or N
- Yes
- No
Explain: _____
- N/A, no repairs were performed.

8. H&S Related Attic Repairs Documented N/A On Work Order: Y or N On BCJO: Y or N
- Yes
- No
Explain: _____
- N/A, no repairs were performed.

9. Density Sample Taken:
- Yes, Density and R-Value Confirmed:
- No, Why _____

10. Attic Work Comments: _____

8. Sidewall/Kneewall/Building Envelope

1. Sidewall Insulation Installed N/A On Work Order: Y or N On BCJO: Y or N
- Pre Wx R= _____ Post Wx R= _____
- Yes, work appears to have been performed to specified standards, verified through density testing and available tools (IR).
- Yes, work appears to have been performed to specified standards based on bag/density comparison, but cannot verify.
- Yes, work appears to have been performed to specified standards but does not reflect good workmanship.
Explain: _____
- Yes, some work was performed but NOT ALL work meets specified standards.
Explain: _____
- No, item was on work order but not installed and NO justification in the file.
- No, site visit indicates that it should have been on work order.

2. Plugs, Patching & Painting Completed N/A On Work Order: Y or N On BCJO: Y or N
- Yes, work appears to have been performed to specified standards.
- Yes, work appears to have been performed to specified standards but does not reflect good workmanship.
Explain: _____
- Yes, some work was performed but NOT ALL work meets specified standards.
Explain: _____
- No, work was not appropriate or did not meet specified standards.

3. General Air Sealing of Building Envelope N/A On Work Order: Y or N On BCJO: Y or N
- Site visit indicates that it should have been on work order.
- Yes, work appears to have been performed to specified standards.
- Yes, work appears to have been performed to specified standards but does not reflect good workmanship.
Explain: _____
- Yes, some work was performed but NOT ALL work meets specified standards.
Explain: _____
- No, work was not appropriate or did not meet specified standards.

8. Sidewall/Kneewall/Building Envelope (continued)

4. Kneewall Access Insulated, Air Sealed and Secured N/A On Work Order: Y or N On BCJO: Y or N
 Yes, work appears to have been performed to specified standards.
 Yes, work appears to have been performed to specified standards but does not reflect good workmanship.
 Explain: _____
 Yes, some work was performed but NOT ALL work meets specified standards.
 Improper material choice
 Not to proper depth
 Minimum access size (13" x 20") confirmed
 General installation concerns
 Explain: _____
 No, item was not on work order, even though standards require it.
 No, item was on work order but not installed and NO justification in the file.
5. Kneewall Insulation Certificate Completed and Posted N/A On Work Order: Y or N On BCJO: Y or N
 Yes, certificate includes appropriate information and is visible from the access.
 Yes, certificate includes appropriate information, but in location other than kneewall attic.
 Yes, certificate is installed but does not include appropriate information.
 No, certificate is not completed and posted.
6. Vapor Barrier on Kneewall Facing Warm Side
 Yes
 No
 N/A
7. Energy Related Sidewall/Kneewall/Building Envelope Repairs Documented N/A On Work Order: Y or N On BCJO: Y or N
 Yes
 No
 N/A, no repairs were performed.
8. Health & Safety Related Sidewall/Kneewall/Building Envelope Repairs Documented N/A On Work Order: Y or N On BCJO: Y or N
 Yes
 No
 Explain: _____
 N/A, no repairs were performed.
8. Density Sample Taken:
 Yes, Density and R-Value Confirmed:
 No, Why _____
9. Thermal Imaging Completed:
 Yes
 No, Why _____
10. Sidewall/Kneewall/Building Envelope Comments: _____

9. Subspaces, Basements and Crawlspace

1. Subspace Air Sealing Performed N/A On Work Order: Y or N On BCJO: Y or N
 Partial Perimeter Ceiling Complete
 Site visit indicates that it should have been on work order.
 Yes, work appears to have been performed to specified standards.
 Yes, work appears to have been performed to specified standards but does not reflect good workmanship.
 Explain: _____
 Yes, some work was performed but NOT ALL work meets specified standards.
 Explain: _____
 No, item was on work order, not installed but justification in file.
 No, item was on work order but not installed and NO justification in the file.
 No, site visit indicates that it should have been on work order.

9. Subspaces, Basements and Crawlspace (continued)

2. Foundation/Perimeter Insulation Installed N/A On Work Order: Y or N On BCJO: Y or N
Pre Wx R= _____ Post Wx R= _____

- Yes, work appears to have been performed to specified standards.
- Yes, work appears to have been performed to specified standards but does not reflect good workmanship.
Explain: _____
- Yes, some work was performed but NOT ALL work meets specified standards.
 - Materials
 - Incomplete
- No, item was on work order, not installed but justification in file.
- No, item was on work order but not installed and NO justification in the file.
- No, site visit indicates that it should have been on work order.

3. Under-Floor Insulation Installed N/A On Work Order: Y or N On BCJO: Y or N
Pre Wx R= _____ Post Wx R= _____

- Yes, work appears to have been performed to specified standards.
- Yes, work appears to have been performed to specified standards but does not reflect good workmanship.
Explain: _____
- Yes, some work was performed but NOT ALL work meets specified standards.
 - Materials
 - Incomplete
- No, item was on work order, not installed but justification in file.
- No, item was on work order but not installed and NO justification in the file.
- No, site visit indicates that it should have been on work order.

4. Basement Wall Insulation Installed N/A On Work Order: Y or N On BCJO: Y or N
Pre Wx R= _____ Post Wx R= _____

- Yes, work appears to have been performed to specified standards.
- Yes, work appears to have been performed to specified standards but does not reflect good workmanship.
Explain: _____
- Yes, some work was performed but NOT ALL work meets specified standards.
 - Materials
 - Incomplete
- No, item was on work order, not installed but justification in file.
- No, item was on work order but not installed and NO justification in the file.
- No, site visit indicates that it should have been on work order.

5. Vapor Barrier Installed, Coverage & Secure N/A On Work Order: Y or N On BCJO: Y or N

- Already existed.
- Inaccessible space.
- Yes, work appears to have been performed to specified standards.
- Yes, work appears to have been performed to specified standards but does not reflect good workmanship.
Explain: _____
- Yes, some work was performed but NOT ALL work meets specified standards.
Explain: _____
- No, item was on work order, not installed but justification in file.
- No, item was on work order but not installed and NO justification in the file.
- No, site visit indicates that it should have been on work order.

6. Energy Related Subspace Repairs Documented N/A On Work Order: Y or N On BCJO: Y or N

- Yes
- No
Explain: _____
- N/A, no repairs were performed.

9. Subspaces, Basements and Crawlspaces (continued)

7. Health & Safety Related Subspace Repairs Documented (i.e. dryer venting, moisture, etc.)

N/A

On Work Order: Y or N

On BCJO: Y or N

Yes

No

Explain: _____

N/A, no repairs were performed.

Subspace Work Comments: _____

10. Heating, Ventilation and Air Conditioning

1. Heating System Replacement

N/A

On Work Order: Y or N

On BCJO: Y or N

Yes, work appears to have been performed to manufacturers' standards and state guidelines.

Yes, work appears to have been performed to standards but does not reflect good workmanship.

Explain: _____

Yes, some work was performed but NOT ALL work meets specified standards/guidelines.

Explain: _____

N/A, not replaced.

No, item was on work order, not installed but justification in file.

No, item was on work order but not installed and NO justification in the file.

No, site visit indicates that it should have been on work order.

Unit Replacement Justification:

SIR>1.0

Health & Safety

Unsure, No Documentation

2. Air Conditioner Replacement

N/A

On Work Order: Y or N

On BCJO: Y or N

Yes, work appears to have been performed to manufacturers' standards and state guidelines.

Yes, work appears to have been performed to standards but does not reflect good workmanship.

Explain: _____

Yes, some work was performed but NOT ALL work meets specified standards/guidelines.

Explain: _____

N/A, not replaced.

No, item was on work order, not installed but justification in file.

No, item was on work order but not installed and NO justification in the file.

No, site visit indicates that it should have been on work order.

3. Heat Pump Installation/Replacement

N/A

On Work Order: Y or N

On BCJO: Y or N

Yes, work appears to have been performed to manufacturers' standards and state guidelines.

Yes, work appears to have been performed to standards but does not reflect good workmanship.

Explain: _____

Yes, some work was performed but NOT ALL work meets specified standards/guidelines.

Explain: _____

N/A, not replaced.

No, item was on work order, not installed but justification in file.

No, item was on work order but not installed and NO justification in the file.

No, site visit indicates that it should have been on work order.

4. Heating System Tune & Clean

N/A

On Work Order: Y or N

On BCJO: Y or N

Yes, work appears to have been performed to specified standards.

Yes, work appears to have been performed to standards but does not reflect good workmanship.

Explain: _____

Yes, some work was performed but NOT ALL work meets specified standards.

Explain: _____

No, item was on work order, not completed but justification in file.

No, item was on work order but not completed and NO justification in the file.

No, site visit indicates that it should have been on work order.

10. Heating, Ventilation and Air Conditioning (continued)

5. Cooling System Tune & Clean N/A On Work Order: Y or N On BCJO: Y or N

Yes, work appears to have been performed to specified standards.

Yes, work appears to have been performed to standards but does not reflect good workmanship.

Explain: _____

Yes, some work was performed but NOT ALL work meets specified standards.

Explain: _____

No, item was on work order, not completed but justification in file.

No, item was on work order but not completed and NO justification in the file.

No, site visit indicates that it should have been on work order.

6. Duct Sealing N/A On Work Order: Y or N On BCJO: Y or N

Yes, work appears to have been performed to specified standards.

Yes, work appears to have been performed to standards but does not reflect good workmanship.

Explain: _____

Yes, some work was performed but NOT ALL work meets specified standards.

Explain: _____

No, item was on work order, not completed but justification in file.

No, item was on work order but not completed and NO justification in the file.

No, site visit indicates that it should have been on work order.

7. Distribution System Modifications (balancing ductwork, belly return conversions, etc.) N/A On Work Order: Y or N On BCJO: Y or N

Yes, work appears to have been performed to specified standards.

Yes, work appears to have been performed to standards but does not reflect good workmanship.

Explain: _____

Yes, some work was performed but NOT ALL work meets specified standards.

Explain: _____

No, item was on work order, not completed but justification in file.

No, item was on work order but not completed and NO justification in the file.

No, site visit indicates that it should have been on work order.

8. Setback Thermostat N/A On Work Order: Y or N On BCJO: Y or N

Yes, work appears to have been performed to specified standards.

Yes, work appears to have been performed to standards but does not reflect good workmanship.

Explain: _____

Yes, some work was performed but NOT ALL work meets specified standards.

Explain: _____

No, item was on work order, not completed but justification in file.

No, item was on work order but not completed and NO justification in the file.

No, site visit indicates that it should have been on work order.

9. Heating, Ventilation and Air Conditioning Work Comments: _____

11. Windows and Doors

1. Window Replacement N/A On Work Order: Y or N On BCJO: Y or N

Yes, work appears to have been performed to standards and state guidelines.

Yes, work appears to have been performed to standards but does not reflect good workmanship.

Explain: _____

Yes, some work was performed but NOT ALL work meets specified standards.

Installation

Window Selection NFRC Rating: _____

Location

No, item was on work order but not completed and NO justification in the file.

No, site visit indicates that it should have been on work order.

N/A, no windows replaced.

Justification for Replacement:

SIR>1.0

Beyond Repair

Unsure, No Documentation

11. Windows and Doors (continued)

2. Storm Window Replacement N/A On Work Order: Y or N On BCJO: Y or N

Yes, work appears to have been performed to standards and state guidelines.

Yes, work appears to have been performed to standards but does not reflect good workmanship.

Explain: _____

Yes, some work was performed but NOT ALL work meets specified standards.

Installation

Material Selection

Location

No, item was on work order but not completed and NO justification in the file.

No, site visit indicates that it should have been on work order.

N/A, no storm windows replaced.

3. Door Replacement N/A On Work Order: Y or N On BCJO: Y or N

Yes, work appears to have been performed to standards and state guidelines.

Yes, work appears to have been performed to standards but does not reflect good workmanship.

Explain: _____

Yes, some work was performed but NOT ALL work meets specified standards.

Installation

Window Selection NFRC Rating: _____

Location

No, item was on work order but not completed and NO justification in the file.

No, site visit indicates that it should have been on work order.

N/A, no windows replaced.

Justification for Replacement:

SIR>1.0

Beyond Repair

Unsure, No Documentation

4. Window Air Sealing N/A On Work Order: Y or N On BCJO: Y or N

Site visit indicates that it should have been on work order.

Yes, work appears to have been performed to standards and state guidelines.

Yes, work appears to have been performed to standards but does not reflect good workmanship.

Explain: _____

Yes, some work was performed but NOT ALL work meets specified standards.

Installation

Material Selection

Explain: _____

No, item was on work order but not completed and NO justification in the file.

N/A, no window air sealing required.

5. Door Air Sealing N/A On Work Order: Y or N On BCJO: Y or N

Site visit indicates that it should have been on work order.

Yes, work appears to have been performed to standards and state guidelines.

Yes, work appears to have been performed to standards but does not reflect good workmanship.

Explain: _____

Yes, some work was performed but NOT ALL work meets specified standards.

Installation

Material Selection

Explain: _____

No, item was on work order but not completed and NO justification in the file.

N/A, no door air sealing required.

6. Energy Related Window and Door Work Documented N/A On Work Order: Y or N On BCJO: Y or N

Yes

No

Explain: _____

N/A, no repairs were performed.

7. Window and Door Work Comments: _____

12. Baseloads and Other

1. Water Heater Replacement N/A On Work Order: Y or N On BCJO: Y or N

Yes, work appears to have been performed to manufacturers' standards and state guidelines.

Yes, work appears to have been performed to standards but does not reflect good workmanship.

Explain: _____

Yes, some work was performed but NOT ALL work meets specified standards/guidelines.

Explain: _____

N/A, not replaced.

No, item was on work order, not installed but justification in file.

No, item was on work order but not installed and NO justification in the file.

Site visit indicates that it should have been on work order.

Unit Replacement Justification:

SIR>1.0

Health & Safety

Unsure, No Documentation

2. Pipe Insulation N/A On Work Order: Y or N On BCJO: Y or N

Yes, work appears to have been performed to standards and state guidelines.

Yes, work appears to have been performed to standards but does not reflect good workmanship.

Explain: _____

Yes, some work was performed but NOT ALL work meets specified standards.

Inappropriately secured

To close heat source

Incomplete

Material Selection

Explain: _____

N/A, not required.

No, item was on work order, not installed but justification in file.

No, item was on work order but not installed and NO justification in the file.

No, site visit indicates that it should have been on work order.

3. Low-Flow Showerheads N/A On Work Order: Y or N On BCJO: Y or N

Yes, work appears to have been performed to standards and state guidelines.

N/A, not required.

No, item was on work order, not installed but justification in file.

No, item was on work order but not installed and NO justification in the file.

No, site visit indicates that it should have been on work order.

4. High Efficiency Lighting N/A On Work Order: Y or N On BCJO: Y or N

Yes, work appears to have been performed to standards and state guidelines.

Yes, but improper bulb selection.

N/A, not required.

No, item was on work order, some/all not installed but justification in file.

No, item was on work order but some/not all installed and NO justification in the file.

No, site visit indicates that it should have been on work order.

5. Carbon Monoxide Detector(s) N/A On Work Order: Y or N On BCJO: Y or N

Yes, work appears to have been performed to standards and state guidelines.

Yes, but location is questionable.

N/A, not required.

No, item was on work order, not installed but justification in file.

No, item was on work order but not installed and NO justification in the file.

No, site visit indicates that it should have been on work order.

12. Baseloads and Other (continued)

6. ASHRAE Ventilation Fan N/A On Work Order: Y or N On BCJO: Y or N
 Yes, work appears to have been performed to standards and state guidelines and appropriate calculations in the file.
 Yes, but location is questionable.
 Explain: _____
 N/A, not required and appropriate calculations in the file.
 No, item was on work order, not installed but justification in file.
 No, item was on work order but not installed and NO justification in the file.

7. Other Health & Safety Related Work Installed/Documented N/A On Work Order: Y or N On BCJO: Y or N
 Yes (list)
 No
 Explain: _____
 N/A, no repairs were performed.

8. Other Baseload Energy Related Work Installed/Documented N/A On Work Order: Y or N On BCJO: Y or N
 Yes (list)
 No
 Explain: _____
 N/A, no repairs were performed.

9. Baseload and Other Work Comments: _____

13. Incidental Repairs

1. All incidental repair work is justified in the client file with an explanation of the need and the specific energy conservation measure(s) impacted.
 Yes (list)
 No
 Explain: _____
 N/A, no repairs were performed.
2. All incidental repair work is completed within the \$500.00 limit.
 Yes (list)
 No
 Explain: _____
 N/A, no repairs were performed.
3. Does this unit need additional attention from the crew, contractor, or agency?
 Yes. Checking yes requires additional explanation: _____
 No

SIGNATURE

Quality Control Inspector Name (print) _____

Sign Here _____
Signature

_____ Date

