Return Form To:

Utility Name	Clark Public Utilities
Address	PO Box 8900
City/State/Zip	Vancouver, WA 98668
Email	rebates@clarkpud.com
Fax	360-992-3038

PRESCRIPTIVE DUCT SEALING FORM

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** Clark Public Utilities
Installation site address		**Site city**	**Site state** / **Site zip**
Home type: ☐ Existing site built ☐ Manufactured: **# of sections** ☐ 1 ☐ 2 ☐ 3			**Heated area:** Sq Ft
Foundation type (site built): ☐ Crawlspace ☐ Full basement ☐ Half basement ☐ Slab			
Existing Primary Heating System: ☐ Electric forced air w/out AC ☐ Electric forced air w/ AC ☐ Electric zonal ☐ Air source heat pump ☐ Ground source heat pump ☐ Natural gas furnace (Gas company: _____) ☐ Other non-electric space heating: _____ **Back up Heat:** ☐ None ☐ Electric forced air ☐ Electric zonal ☐ Natural gas furnace ☐ 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 *Select one:* ☐ 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 must be completed to the Prescriptive Duct Sealing Specification 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