

Duct Testing CHECKLIST



Project Address: _____

Number of systems to be tested: _____

*Note- Ducting within conditioned space does not need to be tested.

Is the building currently occupied: _____ **Yes** _____ **No**

In order for us to expedite the final building commissioning and generate the final inspection paperwork in a timely manner, please confirm that the following items have been completed **before** we arrive for the inspection. **We are not able to test the building ductwork if these items are not complete and a trip charge of \$400 will be added for the re-inspection.** Our policy is not to charge to re-inspect failing projects, but only for situations where we arrive at buildings that were incomplete and not ready for testing.

Please initial (or type initials) at each item below, sign the bottom of this form, and return it to Info@NYBTG.com

_____ All **supply & return grilles/registers** are in place, installed, and in a finished state.
All installed **grilles/registers** are sealed to floors and/or drywall (see following page for examples)

_____ All **ducted connections, takeoffs, and seams** are sealed with duct mastic or a UL rated foil tape.

_____ All **HVAC ducting & connections** in Attic space are insulated to a **minimum value of R-8.**
(Basements to R6)

_____ All **HVAC equipment, dampers, accessory items and/or filters** are installed to a finished and operable state.

_____ **Mechanical and attic areas** are accessible (An attic stair and/or ladder is available if necessary)

_____ **High reach registers/grilles** are accessible and a ladder is available. (Ceiling areas over 12-feet)

_____ **Electricity** is working so testing equipment can be used.

_____ **Timing:** We will need to have all doors and windows closed and locked for a several periods of about 5 minutes each. Please schedule the inspection for a day where other work onsite won't prevent this.

If you have any questions please give the office a call at (631) 495-0289.

I have confirmed that all of the above mentioned items have been completed and that the building is ready for inspection. I understand that I will be charged a fee of \$400 to cover travel time and labor if we arrive at the scheduled inspection and these items have not been completed.

Sign Name

Print Name

Suggestions & Overall Good Practice:

Good Examples:



- Registers taped and sealed to the floor
- R-8 duct insulation installed in unconditioned space
- Filters installed & ducting seams sealed with mastic

Not So Good Examples:



- * Ducting not sealed to the floor/drywall
- * Ceiling registers not in place
- * Temporary filters in place in lieu of final filters