

Renewable Energy Equipment Grant Program INSPECTION CHECKLIST

Site Built Home Mobile Home

Outdoor Wood/Pellet Boiler

Agency:		Agency Inspection Date:
Client:		Agency Audit Date:
HH Number:		DER Inspection Date:
Year Built		DER Inspector:

When was the dwelling weatherized? _____

If the dwelling has not been weatherized what is the scheduled date for work to proceed? _____

Manufacturer/Model _____

Fuel Type _____

Rated Btu output (8 hour) _____

Boiler Capacity (gallons) _____

Distribution System Type (Forced Air, Baseboard, In-floor) _____

DWELLING EXTERIOR

1. Exterior/General

Look for & at	<input checked="" type="checkbox"/>	Look for & at	<input checked="" type="checkbox"/>
Boiler foundation meets Manufacturer's requirements? Picture <input type="checkbox"/>	<input type="checkbox"/>	Distribution lines inspected prior to final trench back fill? Picture <input type="checkbox"/>	<input type="checkbox"/>
Chimney height meets Manufacturer's specifications? Picture <input type="checkbox"/>	<input type="checkbox"/>	Are distribution line penetrations properly sealed to prevent air and water infiltration?	<input type="checkbox"/>
Chimney Bracing meets Manufacturer's requirements? Picture <input type="checkbox"/>	<input type="checkbox"/>	Site cleanup adequate?	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

NOTES:

2. Living Space

Look for & at	<input checked="" type="checkbox"/>	Look for & at	<input checked="" type="checkbox"/>
Is the thermostat properly located?	<input type="checkbox"/>	Evidence of IAQ problems? Were they treated by WAP? If not, should they be?	<input type="checkbox"/>
Thermostat properly set	<input type="checkbox"/>	Site cleanup adequate?	<input type="checkbox"/>
NOTES:			

3. Client Questions

Look for & at	<input checked="" type="checkbox"/>	Look for & at	<input checked="" type="checkbox"/>
Client satisfied with work	<input type="checkbox"/>	Satisfaction with mechanical contractor	<input type="checkbox"/>
Satisfaction with auditor: work & tests explained, questions answered, education reviewed	<input type="checkbox"/>	Site clean-up	<input type="checkbox"/>
Satisfaction with installers	<input type="checkbox"/>		
NOTES:			

ADDITIONAL NOTES:

REEGP File Contents

<input type="checkbox"/> Service Agreement	<input type="checkbox"/> Pictures of Flashing Detail
<input type="checkbox"/> Signed at the audit	<input type="checkbox"/> Cleanup / Deferral Form
<input type="checkbox"/> Client Participation	<input type="checkbox"/> Cleanup / Deferral Form signed/dated
<input type="checkbox"/> Final Inspection document Signed	<input type="checkbox"/> Change Order Form
<input type="checkbox"/> Notice of safety problem	<input type="checkbox"/> Change Order Form signed/dated
<input type="checkbox"/> Notice of safety problem Signed/dated	<input type="checkbox"/> Lead Safe Work Practices Documentation needed?
<input type="checkbox"/> Rental Property	<input type="checkbox"/> Lead Safe Work Practices pictures
<input type="checkbox"/> Signed rental agreement signed/dated	<input type="checkbox"/> Lead Safe Work Practices Record Keeping Form
<input type="checkbox"/> Solar Site Analysis completed	<input type="checkbox"/> Manufactured Structures Alteration Approval letter from Manufacturer/Building Official/DOLI

<input type="checkbox"/> Purchase and Work orders	<input type="checkbox"/> Procurement Process Followed	<input type="checkbox"/> Data Collection Forms
<input type="checkbox"/> Invoices	<input type="checkbox"/> Bids	<input type="checkbox"/> eHEAT Application Summary
<input type="checkbox"/> Lien Waiver Required?	<input type="checkbox"/> Written Notification to all bidders?	<input type="checkbox"/> Permits
<input type="checkbox"/> Lien Waiver Provided	<input type="checkbox"/> Bid Forms / Specifications	<input type="checkbox"/> Photos