

Agency:	
Client:	

Year home was built	
Job Number:	

DOCUMENTATION REVIEW

Per WAP Memorandum 010: Quality Management Plan - Record Keeping and Reporting	Present	Complete
Income Eligibility Documentation		
Owner/Rental Documentation		
Deferral info if applicable		
SHPO Documentation		
Zero income affidavit		
Change order/reworks		
Moisture assessment form		
Home Health screening quest.		
Client Acknowledgment form		
Client Consent of liability		
Brief guide to Mold Notification:		
Renovate Right Notification:		
A Citizen Guide to Radon Notification		
Smoke & CO Notification:		

	Present	Complete	NOTES
ASHRAE calculation form Pre			
ASHRAE calculation form Post			
Daily Safety test out			For each day of work
All workers a verified and allowed to be in clients homes			
Certificate of insulation			Quantities correct and complete for all insulation installed
XRF Report			Were all applicable Lead Policies followed?
Renovation keeping checklist			
Gas Appliance Form			
Manual J			
Gas Cook Stove			
Required coversheet			
Applicable Workorder			
Heating System Form			
New Furnace Form			

Each file must have clear records of any client interactions during the weatherization process

I, _____ have reviewed the **ENTIRE** client file against the requirements of IHCD and **ALL** information is contained within the file and the job is complete and ready to be closed.

Date: _____

HEALTH & SAFETY SWS

	QCI	NOTES:
Were all applicable Lead Policies followed?		
Do any other required forms list unaddressed health & safety issues?		

PRESSURE DIAGNOSTICS

Target Blower door		Was BD target met		If no, why				
	DATE:							
		Audit	Interim/ Shell	Shell	Shell	QCI 1	QCI 2	QCI 3
Blower door was pressurized or de-pressurized								
Blower door CFM50								
Main Body PD								
Other PDs with test location								
Pressure difference to attached garage								
CFM Leakage								

PRESSURE PAN READINGS

[illegible]

THERMAL AND PRESSURE BOUNDARY

All R values are the Effective Values per BPI Standards

[illegible]

	R- Value Audit	Walls Accessed	Infrared used
Walls			

	R- Value shell	Walls Accessed	Infrared used

	R- Value QCI	Walls Accessed	Infrared used

	R- Value Audit	R- Value shell	QCI 1	QCI 2	Clearance to combustibles	Major bi- passes sealed	Notes
Below the floor							
Band Joist							
Foundation ceiling							
Foundation wall							
Mobile Belly							
The vapor barrier is installed per the SWS							

	Audit	Shell	QCI 1	QCI 2	QCI 3
The Ducts outside the TB are Sealed					
The Ducts outside the TB are Insulated per SWS					
The certificate of Insulation is installed (location)					
The certificate is accurate and complete					
The ES report for foam is left on site (location)					

QCI ONLY

	QCI Initials	NOTES
The scope of work is in the file and verified		
The NEAT/MHEA run is correct and in the file		
All appropriate measures were on work order		
Documentation and justification are in the file for measures not performed		
All Bids and estimates have been verified against invoices, note any deviations.		

QCI inspector printed name	Signature	Date	Pass/fail

REWORK REQUIRED

[illegible]