

Multi-family Pre-inspection Process for Service Provider

See the Checklist for Field Testing procedure below. We provided this document to every Provider when we implemented this requirement in 2016. During a Multi-family Pre-inspection, our Inspector verifies that the Provider has followed this procedure as required. In addition to following the Checklist for Field Testing there are additional verifications and photos required for the pre-inspection.

Photos required for each apartment number assigned for pre-inspection

1. Oncor meter
2. Condenser ID label Condenser ID label (required for determining heat type)
3. Picture of the furnace from a distance indicating no flue is present if not reporting gas furnace.
4. Thermostat indicating the system is off
5. Blower door, fan, and reference hose set-up
6. Windows and exterior doors closed
7. Interior doors are open including closets
8. Manometer **clearly indicating** that the process under section “Conduct Pre-Improvement Test” was followed including Device, Config, Mode, and Time AVG
9. Label on manometer indicating calibration date and serial number

Example pictures below

Checklist for Field Testing	
The intent of this checklist is for reference and informational purposes only. Each premise has unique qualities and characteristics that should be taken into consideration and industry best practices should be used in evaluating a premise and performing work. Completing all items on this checklist does not guarantee that the premise will pass an inspection and/or be eligible to receive an incentive.	
Client Interview	
Allergies ¹	Is there anyone present who has environmental sensitivities (asthma, allergies, chemical sensitivity, etc.)?
Asbestos/Lead Paint ²	Are they aware of the presence of asbestos, lead, mold and/or other potentially hazardous material is known or suspected?
Number Occupants/Bedrooms ³	How many bedrooms (physically verify) are there and occupants?
Equipment	Verify HVAC equipment type (Heating, Tonnage), record label info. Ask if any HVAC work has been performed recently
Preliminary Set Up	
Building Shell	Verify building shell is complete (not missing wall board, trim, ceilings, doors, window sashes, or glass) if more repairs required than your company is capable of performing, explain the situation to the customer, do not proceed with work and walk away.
Combustion Appliances (If Applicable) ⁴	Determine if there are any combustion appliances or Combustion Appliance Zones (CAZ) present in the home that would require testing. / Confirm combustion appliances are vented correctly.
Air Leakage Test - Set Up/Test	
Prepare Home for Pre-Improvement Testing.	
Preparing Home for Air Leakage Test	Look For:
	- Open, broken or cracked windows
	- Windows are latched
	- Windows with only storms installed
	- Door and window trim in place
	- Open/missing attic access covers (closets)
	- Missing drywall (closets, behind furniture, under cabinets)
	Confirm Prior To and During Testing:
	- Exterior windows and doors, fireplace and stove doors are closed, but not sealed
	- Dampers should be closed, but not sealed, including exhaust, intake, makeup air, back draft and flue dampers
- Interior doors should be open (including closets)	
- Exterior openings for continuous ventilation systems should be closed and sealed	
- Heating, cooling, ventilation system(s) should be turned off	
- Water heaters (only if in conditioned space) should be set to pilot, DO NOT TURN OFF!	
- HVAC Supply and return registers should not be sealed	
- All exhausting devices (dryer, exhaust fans) should be turned off	
Install Blower Door and Prepare to Test.	
Conduct Pre-Improvement Test	- Set up equipment
	- Confirm reference hose is five (5) feet to one side, out of fan flow
	- Set up manometer: FR/FL@50, BD 3, Ring Configuration
	- Cover fan and perform Baseline (Press - Baseline, Start, Enter)
	- Turn on fan, bring to approx. fifty (50) PA; if possible use cruise control
	- Press Long Term Averaging; Allow to run until reading is stable, no more than 5-10 CFM50 change in reading
	- Take reading and record
- Calculate Building Tightness Limit (BTL); to determine if work should be performed	
Complete Improvements**	
Conduct Post-Improvement Test	- Repeat previous steps for running test (Note: Baseline should be taken again)
	- Take readings/photos necessary to enter into ITEC APP
Note in EPPM: which door you tested from	

**Consult Equipment Manual for Detailed Instructions

Disclaimer: The intent of this checklist is for reference and informational purposes only. The participating service provider is still subject to inspection and/or post-testing failures based on inspection results.



Multi-family Pre-inspection requirements for Ceiling Insulation

Photos required for each apartment number assigned for pre-inspection

Picture of the existing insulation level measurement for each range of R-Value reported

If reporting R5 to R8 for 525 square feet and R9 to R14 for 450 square feet we need two pictures

Condenser ID label (required for determining heat type)

Picture of the furnace from a distance indicating no flue is present if not reporting gas furnace

Oncor meter

Example pictures below



Multi-family post inspection requirements will be the same as the single family with the exception of iTec report NOT being required for MF