



# PRESCRIPTIVE DUCT SEALING

## Project Information Form

### Residential

Instructions: Complete this form and submit it and all required documentation to email: [dalynd@cityofmccleary.com](mailto:dalynd@cityofmccleary.com)

### CUSTOMER INFORMATION

Customer Electric Utility		Account Number	
Account Holder Name		Phone	
Installation Address		City	State Zip
Homeowner Name (if different)		Phone	
Mailing/Homeowner Address (if different)			

### HOME INFORMATION

<b>Home Type:</b> <input type="checkbox"/> Existing site built <input type="checkbox"/> Manufactured # of sections <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3		Heated area: Sq Ft
<b>Foundation Type</b> (site built): <input type="checkbox"/> Crawlspace <input type="checkbox"/> Full basement <input type="checkbox"/> Half basement <input type="checkbox"/> Slab		
<b>Existing Primary Heating System:</b> <input type="checkbox"/> Electric Forced Air w/out AC <input type="checkbox"/> Electric Forced Air w/ AC <input type="checkbox"/> Electric Zonal <input type="checkbox"/> Air Source Heat Pump <input type="checkbox"/> Ground Source Heat Pump Back up Heat: <input type="checkbox"/> None <input type="checkbox"/> Electric Forced Air <input type="checkbox"/> Electric Zonal <input type="checkbox"/> Natural Gas Furnace <input type="checkbox"/> Non-Electric Space Heating		
# Supply Registers	# Return Grilles	
<b>Location of duct work:</b> Ducts are in unconditioned space when they are invented crawlspaces, attics and unheated garages. Basements are considered conditioned space. Bellies of manufactured homes are considered accessible.		
<b>Qualifying Characteristic</b> Select one: <input type="checkbox"/> At least 30% of the supply ducts are in unconditioned space <b>and</b> accessible, <b>OR</b> <input type="checkbox"/> There are high operating pressure leaks in unconditioned space (i.e. plenum).		

### DUCT SEALING INFORMATION

<b>Duct Repair:</b>		
<b>Select all issues that apply:</b> <input type="checkbox"/> No repairs done <input type="checkbox"/> Large gaps in sheet metal <input type="checkbox"/> Rusted portions <input type="checkbox"/> Missing sections		
<b>Metal duct connections:</b> <input type="checkbox"/> No metal ducts present <input type="checkbox"/> All are fastened (e.g. 3 metal screws at each connection where required)		
<b>Flex duct connections:</b> <input type="checkbox"/> No flex ducts present <input type="checkbox"/> All flex ducts are joined to a section of rigid duct of matching diameter		
<b>Flex duct liners:</b> <input type="checkbox"/> No flex ducts present <input type="checkbox"/> Interior and exterior liners of flex duct connections are secured		
<b>Duct Support and Connections:</b>		
<b>Duct support:</b> <input type="checkbox"/> Ducts did not require support <input type="checkbox"/> Duct supports were added		
<b>Ground contact:</b> <input type="checkbox"/> Ducts do not contact ground <input type="checkbox"/> Closed-cell rigid insulation is under the ducts to prevent contact		
<b>Boots are mechanically fastened to the subfloor or respective surface:</b> <input type="checkbox"/> Y <input type="checkbox"/> N If no, the project will fail.		
<b>Duct Sealing:</b> 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. *		
<input type="checkbox"/> Y <input type="checkbox"/> N If no, the project will fail.		
<b>Return was (select one):</b> <input type="checkbox"/> Sealed <input type="checkbox"/> In conditioned space and not sealed <input type="checkbox"/> Not accessible and not sealed <input type="checkbox"/> Was not sealed but is accessible		

**Duct Insulation**

☐ Existing duct insulation was re-installed      ☐ New insulation was installed      ☐ 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.

Updated: February 2025