



MER Authorized Insulation Contractor Program Quality Assurance Phone Visit

For the crew leaders' first two jobs, the procedure below will be used to verify their compliance with program standards.

The contractor is required to send CEE the job start date at least four days prior to the job start. This job start information, a copy of the work scope or job proposal, and the crew leader name will be required to schedule.

On the day of the job, the crew leader will need a cell phone with photo and text message capabilities to talk with the QA assessor and send required job photos via email or MMS (text message).

To Schedule: **Contractor:** E-mail job start info, work scope, and crew leader name to jselstad@mncee.org
CEE: Send confirmation e-mail within 2 days with QA Assessor contact information.

The crew leader is to follow these steps (only set-up work is allowed until Step 4 completed):

1. At job arrival:
 - Send photo of house – view from street showing two walls.
 - Alerts QA assessor to style of home, be ready for more photos and Step 4.
 2. At heating system test:
 - Send photo of heating system(s) and venting to the chimney.
This may be one or more photos, as needed to show:
 - front of water heater and front of the furnace or boiler
 - combustion vent connecting to the unit(s)
 - combustion vent(s) to the chimney
 3. At blower door test:
 - Send photo of pre blower door test CFM50 reading on digital gauge.
 4. **Crew leader phones QA assessor** for short discussion before work proceeds:
 - Confirm photos received – house view, heating systems, CFM50 reading
 - Identify any apparent and/or unresolved safety issues
 - Review work scope and proposed treatments
 - Determine photos needed for this job (**see next page**)
- >> Air Seal Work commences <<
5. Send photos of completed air-seal details determined in Step 4, only one photo per detail is required.
 - ie: if two soil stacks: send only one photo of a sealed soil stack,
 6. **Crew leader phones QA assessor** once all air-seal photos have been sent (**before attic insulation work**)
 - Short discussion to confirm air-seal work completed to standards
 7. Send photos of completed insulation details determined in step 4, only one photo per detail is required.
 - ie: if two open blow attics: send only one photo of an open blow attic, etc
 8. Send photo of post blower door test CFM50 reading on digital gauge.
 9. **Crew leader phones QA assessor** to verify work completed to standards, completing QA phone visit.

AIR-SEAL DETAIL PHOTOS

1. Framing:
 - a. Balloon-framed gable wall or partition wall
 - b. Plumbing wall
 - c. Dropped soffit
 - d. Stair drop
 - e. Exterior top plate at roof soffit
 - f. Knee-wall bypass
 - g. Split level wall bypass
 - h. Built-in dresser and/or shelves
2. Mechanical and electrical penetrations:
 - a. Chimney
 - b. Recessed can ceiling light
 - c. Plumbing stack
 - d. Duct chase
 - e. Duct boot
 - f. Duct seal
 - g. Bath fan – housing, duct, termination
 - h. Electrical wiring
 - i. Electrical box
3. Attic insulation preparation before insulation added:
 - a. Insulation dams installed – plywood, etc., or fiberglass batt
 - 1) Access
 - 2) Heat source – chimney, non-IC can light, bath fan heat lamp
 - 3) Storage area
 - 4) Mechanical equipment and A/C drain pan
 - b. Insulation depth markers installed
 - c. Vent chutes and/or wind baffles installed
4. Other photos as determined from Step 4 on previous page.

INSULATION DETAIL PHOTOS

1. Completed attic knee-wall treatment (two photos)
 - a. Knee-wall insulation installed
 - b. House wrap cover over knee-wall insulation
2. Completed open blow attic showing insulation depth marker(s)
3. Completed dense pack floor showing holes plugged
4. Signed attic insulation card and manufacturers coverage chart installed
5. Completed dense pack sidewall showing holes plugged
6. Attic access treatment completed
 - a. Weather strip and any latches or fasteners required to make tight
 - b. Insulation: foam board, or batt insulation w/ house wrap cover, or other