



## 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 [QA@mncee.org](mailto:QA@mncee.org) and [mknutson@mncee.org](mailto:mknutson@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 5 is completed):

1. At job arrival:
  - Crew leader takes picture of themselves in front of house
  - Send photo of front of house – diagonal view from street showing roof and two walls
2. At heating system test:
  - Send photo of heating systems (water heater and furnace or boiler) and their venting to 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. Perform Fans-Off combustion safety test (for naturally venting appliances e.g. water heater or boiler)
  - With all other appliances off and all interior doors open, fire the water heater and test spillage at draft diverter. If spillage stops in five minutes or less, move onto the furnace or boiler and test at draft diverter. If each appliance passes this spillage test, you can proceed. Do not forget to turn off appliances before next step.
    - Please note: If either appliance fails the spillage test, you must alert the homeowner and not proceed with work until the problem is fixed.
4. Perform pre-work Blower Door test:
  - Send photo of blower door setup in door (including fan ring) and pre-blower door test CFM50 reading on digital gauge.
5. **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 (see next page for common air-seal photos needed)
  - Determine photos needed for this job

>> Air Sealing Work can begin <<

Send photos of the following air-sealing/attic preparation photos (if applicable). Only one photo per detail is required:

- Plumbing vent sealed
- Electric wiring sealed
- Bath fan sealed
- Bath fan duct termination sealed
- Kitchen fan vented (bypass photo and roof termination sealed)

- Recessed light box sealed
- Drop soffit sealed
- Chimney sealed
- Chimney dam
- Soffit vent chutes installed
- Top plate sealed and wind block installed (if not in soffit vent photo)
- Dam around attic access – wood or fiberglass batt laid flat
- Depth markers installed

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

>> Attic Insulation Work can begin <<

7. Send photos of the following completed insulation photos (if applicable). Only one photo per detail is required.
- Attic insulation
    - Depth marker/s in open blow attic
    - Attic knee-wall treatment (two photos)
      - Knee-wall insulation installed
      - House wrap cover over knee-wall insulation
    - Chimney dam – top above final insulation height (if not in depth markers photo)
    - Access dam – above final insulation height
    - Signed insulation card manufacturers coverage chart (if not in access dam photo)
    - Attic hatch insulation – show foam board or batt insulation thickness with depth marker or tape measure
    - Attic hatch weather-strip – view from underside in house
  - Sidewall insulation
    - Floor showing plugged dense packed sidewall holes
  - Rim joist insulation
  - Foundation insulation
  - Floor above unconditioned space and cantilevers
8. Perform post-work Blower Door test
- Send photo of post blower door setup in door (including fan ring) and post-blower door test CFM50 reading on digital gauge.
9. Perform Fans-On combustion safety test (for naturally venting appliances e.g. water heater or boiler)
- With house still closed up for blower door test, turn on the dryer and kitchen exhaust fan (standard bath fans below 150cfm can be left off).
  - Fire-up water heater and test spillage at the draft diverter with chemical smoke:
    - Pass = Spillage stops in five minutes or less, and still no spillage at water heater.
    - Keep the water heater firing for the furnace or boiler safety test.
  - Fire-up heating system and test spillage at the draft diverter with chemical smoke:
    - Pass = Spillage stops in five minutes or less.
    - **If there is an Induced Draft furnace or boiler:**
      - Test spillage at the water heater diverter when the heating system fires.
        - Start the test time at fire-up, after the purge cycle is completed.
      - Pass = Spillage stops at the water heater in five minutes or less.

Any Fans On test failure: set appliances to pilot and retest with Fans Off to confirm safety.

10. **CREW LEADER PHONES QA ASSESSOR** to verify work completed to standards and to discuss properly filling out the rebate application.