



PRESCRIPTIVE DUCT SEALING

Project Information Form

Residential

Instructions: Complete this form and submit it and all required documentation to email: energysupport@evergreen.energy

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

Home Type: <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
Foundation Type (site built): <input type="checkbox"/> Crawlspace <input type="checkbox"/> Full basement <input type="checkbox"/> Half basement <input type="checkbox"/> Slab		
Existing Primary Heating System: <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	
Location of duct work: 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.		
Qualifying Characteristic Select one: <input type="checkbox"/> At least 30% of the supply ducts are in unconditioned space and accessible, OR <input type="checkbox"/> There are high operating pressure leaks in unconditioned space (i.e. plenum).		

DUCT SEALING INFORMATION

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