



HOME FREE NEVADA

Quality Assurance/Quality Control Program

Introduction

In accordance with the terms and conditions of participating in the Home Performance with ENERGY STAR program, HomeFree Nevada has developed a program for Quality Assurance and Quality Control utilizing the Quality Assurance Protocol in Section 5 of the Sponsor Guide. These guidelines are used in conjunction with the HomeFree Nevada Guide for Auditors and Contractors. This Quality Assurance Program serves a dual purpose: to ensure that Auditors and Contractors are meeting all program guidelines and technical standards and to provide a mechanism for constructive feedback intended to improve Auditor and Contractor diagnostic capabilities, comprehensiveness, quality of work, and homeowner relations. Contractor feedback is a key to maximizing program benefits, ensuring persistence over time and providing a pathway to successful market transformation.

HomeFree Nevada is required evaluate whether participating HomeFree Nevada Auditors and Contractors have performed a complete job including an energy audit to HERS/RESNET and BPI standards, whether the installed improvements that reduce energy use in the home, improve comfort, or address specific building performance problems are installed correctly, whether a scope of work is satisfactorily completed, and whether the tests and inspections are observed to be completed properly. These results are reported to Home Performance with ENERGY STAR and may be audited by EPA or DOE at any time.

The following sections outline the Quality Assurance and Quality Control guidelines for HomeFree Nevada Auditors and Contractors, including:

- Auditor and Contractor Evaluations
 - Job Report Reviews
 - On-site inspections
- Follow-up and corrective actions
- Homeowner feedback
- Auditor and Contractor Performance Record
- Program Compliance and Disciplinary Actions

This Quality Assurance/Quality Control Program may be implemented by HomeFree Nevada staff, including a Quality Assurance Manager, or a qualified and contracted Evaluation, Measurement, and Verification Contractor.

HomeFree Nevada Auditor and Contractor Evaluations

HomeFree Nevada's Quality Assurance/Quality Control for HomeFree Nevada Auditors and Contractors consists of an evaluation composed primarily of:

- A job report review
- An onsite inspection

Participating Auditors and Contractors are also evaluated temporally; other factors, such as disciplinary action and homeowner feedback are also required to be reviewed. The HomeFree Nevada Quality Assurance Manager will keep a confidential file of all job reviews, on-site inspections, disciplinary actions, feedback, and follow up for each participating HomeFree Nevada Auditor and Contractor.

HomeFree Nevada utilizes the following tiered classification structure to monitor the performance of Auditors and Contractors:

- Tier 1: Mentored review and inspection of the first 3 jobs performed
- Tier 2: Review and inspection of 20% of the next 20 jobs performed
- Tier 3: Review and inspection of 5% of all audits or retrofits performed

All HomeFree Nevada Auditors or Contractors that enter the program will enter as a Tier 1 Auditor or Contractor under probationary status. During Tier 1 probationary status, Auditors and Contractors will be mentored by the Quality Assurance Manager to ensure that:

- All program policies and procedures are met
- Auditors are performing energy audits to HERS/BPI standards
- No deficiencies occur during test-in
- The Audit Report contain no deficiencies
- An appropriate scope of work is developed
- Measures are properly installed by the Contractor
- No deficiencies occur during test-out

The intensity of mentoring will vary based on the conditions of the job and the quality of work being performed. At the completion of Tier 1 and Tier 2, the Quality Assurance Manager will formally notify the Auditor or Contractor of the change of status and the change of rate for job report reviews and on-site inspections.

Job Report Reviews and On-Site Inspections

As a part of the evaluation, Home Performance with ENERGY STAR requires HomeFree Nevada to review job reports and conduct on-site inspections that evaluate a HomeFree Nevada Auditor and Contractor's ability to perform an energy audit, develop an audit report, develop a scope of work of eligible improvements, and properly install the improvements selected by the customer.

Job Selection

HomeFree Nevada is required to perform on-site inspections and job report reviews at a minimum rate of 5% on each participating Auditor or Contractor's completed jobs. Jobs will be selected on a continuous basis through a random sample in order to obtain a representative sample of each Auditor's or Contractor's work.

On-site job inspections occur during the test-out, prior to the job being completed, with at least one out of every ten evaluated jobs also occurring during test-in. Once a job is selected, HomeFree Nevada will contact the Auditor that completed (or will complete) the report, the Auditor performing the test-out (if not the same) and the Contractor that has performed the work to inform them of the job report review and on-site inspection and will coordinate with the Auditor performing the test in or test-out as to the date and time. The Auditor is required to inform the homeowner of the inspection. In the event the homeowner does not want an inspector to visit the home, the Auditor will inform HomeFree Nevada and a new job will be selected.

Job Report Reviews

HomeFree Nevada reviews jobs covering three areas and are described below in detail:

- **HomeFree Nevada Audit Report Review:** This review is performed after a job is selected and a report is received. The review verifies compliance with Audit Report delivery requirements, that recommendations provided to the homeowner are reasonably comprehensive and consistent with the findings of the report, and that the recommendations include an estimate of energy savings from the proposed improvements.
- **Scope of Work Review:** This review is conducted after a scope of work is received for the job. The review ensures that a scope of work is present prior to the approval of incentives from participating HomeFree Nevada Energy Audit and Retrofit Programs (as applicable).
- **HomeFree Nevada Post-Installation Tests and Inspections Form Review:** This review is completed during the on-site inspection and verifies post-completion test-out data and will include a customer's signature signifying that the work is complete (and meets their reasonable expectations). The test-out report may be compared to the contracted scope of work and other pre-installation reporting data for consistency and accuracy of the completed job. If corrective action is needed, based on results of an on-site QA inspection, then an additional test-out report will be submitted to document the corrective action completed with a customer signature.

Each review will be performed by HomeFree Nevada staff utilizing the corresponding review form.

On Site Inspections

Homeowner Interview

As the on-site inspection begins, the HomeFree Nevada Quality Assurance Manager will introduce themselves to the homeowner, announce their organization affiliation, and their purpose: to verify the work performed meets program guidelines. The Manager, using the HomeFree Nevada On-Site Inspection Form, will begin with a brief interview and address any questions that the homeowner has about the inspection and determine if they have any specific

concerns about the installed work. During all times, the Inspector will present a positive and objective attitude during all conversations with the homeowner.

Visual Inspections and Test-Out

After completing the homeowner interview, the HomeFree Nevada Quality Assurance Manager will begin a required visual and diagnostic inspection using the HomeFree Nevada On-Site Inspection Form and will examine:

- Verify proper test-in procedures (as applicable)
- Obvious missed opportunities for improving home performance that were not reflected in the energy audit findings and recommendations.
- Proper installation of measures installed by the Contractor.
- Verify proper test-out procedures, inspections, and results by the test-out Auditor. During this verification, the Manager will not engage with the Auditor or interfere with the completion of the HomeFree Nevada Post Installation Tests and Inspections Form.

After the Auditor completes the HomeFree Nevada Post Installation Tests and Inspections Form, and no corrective actions are required, the Auditor will submit the Form to HomeFree Nevada and the Quality Assurance Manager that performed the inspection. The Manager will then complete the HomeFree Nevada Post Installation Tests and Inspections Form Review. The results of these visual and diagnostic inspections will be compared to the HomeFree Nevada Audit Report, the scope of work, the installed improvements, and the test-out form reported to the program by the Auditor to evaluate their performance.

During and after the inspections, the HomeFree Nevada Quality Assurance Manager will not make judgments about the Auditor's or Contractor's professional integrity or service to the homeowner. Any communication about the contractor's performance will always follow program protocols for contractor feedback and corrective action.

Auditor and Contractor Evaluation, Follow-Up, and Corrective Actions

Within 3 days of the on-site inspection, the HomeFree Nevada Quality Assurance Manager will complete the evaluation based on the reviews, comments, and cumulative scores from the job report review and on-site inspection and make a record of the results of the evaluation of the Auditor and Contractor. The manager will provide a copy of the completed Evaluation forms to the Auditor and Contractor and schedule time for follow-up to review the results, if necessary or desired. All instances of follow-up, whether positive or negative, will be documented by the Quality Assurance Manager.

When making the evaluation, the Quality Assurance Manager will consider the following factors and possible corrective actions:

- **If the Quality Assurance Manager determines that the evaluated job performed by Auditor and/or Contractor has performed sufficiently, and has met all program standards, the job will count as meeting all standards and no follow-up is required.**

- If there are no deficiencies in performance found and the Auditor and/or Contractor provided a detailed Audit Report with comprehensive recommendations, fulfilled the work scope, and installed measures that meet all standards, positive feedback should be given to the Auditor and/or Contractor on their performance. Exemplary performance should also be documented and, if consistent, the Manager may recommend to the Executive Director that the Auditor and/or Contractors be recognized for their contributions to HomeFree Nevada.
- **If the Manager determines that the evaluated job met most requirements and few technical deficiencies were found, the Manager should follow-up with the Auditor and/or Contractor and make specific note of the deficiencies, as well as recommendations for future improvement.**
 - If the homeowner is satisfied with the work and program standards have generally been met, but deficiencies are present in the completeness, compliance with the contract or quality of the work performed, the Manager is required to contact the Auditor and/or Contractor to discuss findings and corrective actions to be taken. The Manager will provide a work scope of corrective actions to the contractor and may request that the Auditor and/or Contractor to correct deficiencies within 30 days. If the homeowner agrees to the corrective scope of work, the Auditor and/or Contractor is required to provide written documentation with the customer's signature after completing the corrective actions. The Manager will consider whether additional training or job mentoring is necessary to improve the Auditor and/or Contractor's performance and whether a higher rate of job report reviews and on-site inspections is necessary for future jobs.
- **If the Manager determines that the evaluated job met some of the standards but technical deficiencies were found, the Manager will follow-up with the Auditor and/or Contractor, make specific note of the deficiencies, and request that corrective action be taken.**
 - If the homeowner is dissatisfied and/or the Manager verifies that deficiencies are present but are not an immediate health or safety threat to the home's occupants, the Manager is required to document findings and contact the Auditor and/or Contractor to discuss the findings and corrective actions that will be taken. The Manager will provide a list of corrective actions to the Auditor and/or Contractor and will require them to correct deficiencies within 30 days. The Auditor and/or Contractor is required to provide written documentation with the customer's signature after completing the corrective actions. The Manager will consider whether additional training or job mentoring is necessary to improve the Auditor and/or Contractor's performance and whether a higher rate of job report reviews and on-site inspections is necessary for future jobs.
- **If the Manager determines that the evaluated job does not meet standards or requirements, the Manager will follow-up with the Auditor and/or Contractor, make specific note of the deficiencies, request corrective action be taken, and may**

make a recommendation to the HomeFree Nevada Board of Directors that the Auditor and/or Contractor be placed in a disciplinary action be taken.

- If the homeowner is dissatisfied and/or the Manager verifies that deficiencies are present but are not an immediate health or safety threat to the home's occupants, the Manager is required to document findings and contact the Auditor and/or Contractor to discuss the findings and corrective actions that will be taken. The Manager will provide a list of corrective actions to the Auditor and/or Contractor and will require them to correct deficiencies within 30 days. The Auditor and/or Contractor is required to provide written documentation with the customer's signature after completing the corrective actions. The Manager will consider whether additional training or job mentoring is necessary to improve the Auditor and/or Contractor's performance and whether a higher rate of job report reviews and on-site inspections is necessary for future jobs. The Manager may also make a recommendation to the Executive Director that the Auditor and/or Contractor be placed in a lower tier and/or recommend that disciplinary action be taken.
- If any serious or dangerous condition is *ever* found through the quality assurance process, the condition must be addressed immediately because of imminent health and safety threats. In this event, the Manager must notify the Auditor and/or Contractor immediately and inform the homeowner of the condition. The Manager may take immediate remedial action, as appropriate and necessary, which may include educating the homeowner, calling the fire department, or shutting off appliances. The Manager will ensure to the maximum extent possible that the condition has been addressed in the short term and provide the Auditor and/or Contractor with a list of corrective actions to be addressed. The Auditor and/or Contractor is required to provide written documentation with the customer's signature after completing the corrective actions. The Manager will consider whether additional training or job mentoring is necessary to improve the Auditor and/or Contractor's performance and whether a higher rate of job report reviews and on-site inspections are necessary for future jobs. The Manager may also make a recommendation to the Executive Director that the Auditor and/or Contractor be placed in a lower tier and/or recommend that disciplinary action be taken.

The Auditor and Contractor will sign each Review form, make a copy for their records, and return the form to HomeFree Nevada. If an Auditor or Contractor's evaluation does not meet HomeFree Nevada standards, the Manager may require follow-up action, described above, with the Auditor, Contractor, and/or homeowner.

Homeowner Feedback and Quality Assurance

Receiving direct feedback from homeowners is an important part of HomeFree Nevada's Quality Assurance and Quality Control program. HomeFree Nevada encourages homeowners to contact HomeFree Nevada with any feedback—both positive and negative.

Direct Homeowner Feedback

While homes that are selected will be interviewed and inspected by HomeFree Nevada, feedback from all participating homeowners is encouraged. Each Auditor and Contractor should verbally

inform or include in the Audit Report the name and contact information for the HomeFree Nevada Quality Assurance Manager. The Quality Assurance Manager will document all positive and negative reviews from homeowners as a part of an Auditor or Contractor's performance history. At any time, a homeowner may request an inspection due to issues or concerns about the work performed. This will count toward an Auditor and Contractor's reviews.

In the event a homeowner has a complaint about the work performed by an Auditor or Contractor, the Quality Assurance Manager will record the complaint and an on-site inspection will be scheduled if the feedback warrants the need to verify that the contractor is meeting program policies and procedures. If the homeowner's complaint is merited, the Quality Assurance Manager may choose to discuss the complaint one-on-one with the Auditor or Contractor or recommend disciplinary action to the Executive Director, if warranted. If the complaint is not merited, the Manager will dismiss the complaint. The result of all follow-ups and resolutions will be documented.

If at any time a homeowner refuses to sign a required HomeFree Nevada form to complete a job, the Quality Assurance Manager should immediately be notified while resolution is attempted by the Auditor or Contractor. If the Auditor or Contractor cannot resolve the issue, the Quality Assurance Manager will record the homeowner's action and contact them for feedback. If the homeowner's refusal to sign is merited, the Quality Assurance Manager may choose to discuss the issue one-on-one with the Auditor or Contractor or recommend disciplinary action to the Executive Director, if warranted.

Survey

HomeFree Nevada staff or affiliated personnel will develop a survey that will determine customer satisfaction. Immediately after a job is submitted, HomeFree Nevada will submit the survey electronically or by mail to homeowners. Survey questions should be formulated to:

- Determine customer satisfaction
- Determine if energy and emissions are being reduced
- Determine changes in utility bills
- Determine changes in home comfort
- Check for program compliance
- Identify high performing and low performing Auditors and Contractors
- Focus marketing efforts

Six months after a job is completed, a follow-up survey should also be submitted to a sample of the participating homeowners that responded to determine additional feedback.

Auditor and Contractor Performance Record

HomeFree Nevada requires complete records of all reviews, on-site inspections performed, and Auditor, Contractor and/or Homeowner follow-up. This includes a record of any remedial actions, such as corrective measures in the home by the Contractor; assignment of program technical or administrative assistance to address a particular contractor need; or, in more serious cases, program disciplinary actions. HomeFree Nevada's Quality Assurance Manager will track all participating Auditors and Contractors performance over time and will provide a brief report to them annually about their overall status.

Program Compliance and Disciplinary Actions

HomeFree Nevada is committed to ensuring program compliance as well as supporting HomeFree Nevada Auditors and Contractors. With this in mind, HomeFree Nevada utilizes a progressive discipline model to provide opportunities for improvement. HomeFree Nevada will strive to resolve conflicts in a positive manner and, if possible, before disciplinary action is needed. HomeFree Nevada staff or affiliated employees may first choose to consult one-on-one with the Auditor or Contractor to assess the situation and determine appropriate courses of action.

Procedures for Disciplinary Action

Disciplinary action may be recommended and/or taken if HomeFree Nevada staff or affiliated employees observe, inspect, investigate, or find evidence of:

- Violation of local, state, or Federal laws
- Auditing inaccuracies in reporting and/or during field (on-site) inspections
- An Auditor making recommendations without modeling the home's performance
- An Auditor or Contractor deviating from scope of work
- An Auditor or Contractor violating actions addressed in the Auditor or Contractor Participation Agreement, including improper use of Home Performance with ENERGY STAR brand, reporting, timeliness of reporting, payment of fees, excessive customer complaints, etc.

Depending upon the type and nature of the violation(s), the following disciplinary actions could be recommended by HomeFree Nevada:

- **Probation and Tier Reduction**
An Auditor or Contractor may be placed on probationary status for a predetermined amount of time if multiple or continuous deficiencies or violation(s) are found, if a deficiency which impacts health and safety is found, or if an Auditor or Contractor receives a complaint verified by HomeFree Nevada. During probationary status, the Auditor or Contractor's tier status may be reduced, thereby increasing the rate of jobs that are reviewed and inspected. The Auditor or Contractor may also be required to attend trainings and/or participate in mentoring activities targeted at correcting deficiencies, and agree to mentoring. In order to be removed from probationary status, HomeFree Nevada staff must be confident that the deficiencies have been corrected. An Auditor or Contractor is responsible for cost associated with training, mentoring and additional monitoring activities. The number of training sessions required will vary depending on the level of deficiency observed.
- **Suspension**
An Auditor or Contractor will be suspended if deficiencies continue to occur beyond probationary intervention. Once suspended, the Auditor or Contractor will be removed from the list of participating Auditor or Contractor and no projects will be approved until the Auditor or Contractor can demonstrate a commitment to the program's quality assurance by meeting with HomeFree Nevada and its designated representatives (such as

the Executive Director) and develop an action plan to improve performance. The implementation of that plan (training, monitoring and guidance) will be at the cost of the contractor/auditor.

- **Termination**

A HomeFree Nevada Auditor or Contractor will be terminated from the program if reoccurring intervention is required due to ongoing inaccuracies and/or blatant disregard for program policies, local, state, or Federal laws. Once terminated, the Auditor's and Contractors name will be permanently removed from HomeFree Nevada's list of approved Auditors and Contractors and no future projects will be referred or permitted. HomeFree Nevada will also notify EPA and DOE of the termination and Auditors and Contractors will no longer be authorized to use the Home Performance with ENERGY STAR branding.

In the event HomeFree Nevada needs to take disciplinary action against an Auditor or Contractor, HomeFree Nevada staff (Program Manager, Quality Assurance Manager, or other affiliated employee) will make a formal written recommendation to the Executive Director that states the reason for disciplinary action and provide evidence or a description of the violation(s). The Executive Director will make a determination and provide a formal written notice to the Auditor or Contractor that includes:

- A description of the violation(s),
- The disciplinary action(s) that will be taken
- Measures needed to correct the violation (if applicable)
- Procedures for appealing the disciplinary action

The Auditor or Contractor will have 5 business days from the date of the letter to address the violation(s) and concerns with the Executive Director, if desired, or appeal the disciplinary action.

Procedures to Appeal Disciplinary Action

If an Auditor or Contractor chooses to appeal the disciplinary action, the following procedural rules will be utilized:

- The appealing Auditor or Contractor shall respond to the letter of disciplinary action with a formal letter to the Executive Director and HomeFree Nevada Board of Directors stating the desire to address the violation(s) and appeal the disciplinary actions within 5 business days of the date of the letter.
- The HomeFree Nevada Board of Directors will place the appeal as a matter to be discussed by the Board at the next scheduled meeting, pursuant to Article III of the HomeFree Nevada bylaws, and notify the Auditor of the meeting location, time, and date.
- An appeal may be tabled and rescheduled once.
- When the appeal is heard, both the Executive Director and the appealing Auditor and Contractor must be present or, if previously agreed to by the Board, phone in by teleconference. Failure to appear by the Executive Director may result in the automatic dismissal of the disciplinary action; failure to appear by the Auditor or Contractor may result in the automatic denial of the appeal.

- The Executive Director will have up to 5 minutes to discuss the violation(s) and recommended disciplinary action(s).
- The appealing Auditor or Contractor will then be allowed up to 10 minutes for their discussion.
- The Board may confer privately and will then vote on the matter of appeal.
- The vote of a majority of directors present at the time of the vote constitutes the official action of the Board; the Board will immediately notify the Executive Director and Auditor or Contractor of the action.

The Board reserves the right to reasonably amend these rules for hearing appeals up until the commencement of the meeting with the concurrence of the appealing Auditor or Contractor.



HOME FREE NEVADA
On-Site Inspection Form

Homeowner Interview

Did the HomeFree Nevada Auditor explain the process and what to expect from the program?

Did you receive a HomeFree Nevada Audit Report?

Did the report contain recommendations for comprehensive improvements?

Did the Auditor verify with you the pre-existing conditions of your home and what measures should be installed?

Who installed the measures and when were they completed?

Did the Auditor or Contractor request utility bills from you?

If yes, did you provide the bills to them?

If yes, which utility bills? Over what period of time?

How satisfied were you with the HomeFree Nevada Auditor?

How satisfied were you with the HomeFree Nevada Contractor?

How satisfied were you with the HomeFree Nevada Program overall?

Would you refer friends and family to HomeFree Nevada or another Home Performance with ENERGY STAR program in another community?

Visual Inspections and Test-Out

- Based on the Audit Report and the Audit Report Review, does it appear that the Auditor missed opportunities for improving home performance? Are there opportunities that were not reflected in the energy audit findings and recommendations?

- Based on the Scope of Work and Scope of Work Review, does it appear that the Contractor properly installed the measures?

- Does it appear that the test-out procedures being completed properly?

- Is the Auditor properly inspecting the work of the Contractor?

- Are the test-out results being accurately reported?



HOME FREE NEVADA Audit Report Review

Reviewer: _____

Audit Report: _____

Audit Company: _____

Report Cover and Introduction

- Participating Auditor name, contact information, and name of technician
- Homeowner address
- Audit Date
- HomeFree Nevada logo
- Home Performance with ENERGY STAR logo

Required Documentation, as appendix or in report

- Signed audit agreement
- RESNET Home Energy Rating Standard Disclosure Form
- Home Energy Rating Certificate (HERS Rating)
- Home Performance with ENERGY STAR Energy Rating Certificate

REM/Rate Reports

- Lights and Appliances Summary REM/Rate Report
- Air Leakage REM/Rate Report
- Emissions REM/Rate Report
- Action REM/Rate Report
- Improvement Analysis REM/Rate Report

Report Body

- Air leakage visual inspection or diagnostic results
- Insulation levels for walls, attic, rim-joists, and foundation (crawl, basement, or slab).
- Approximate age and condition of HVAC equipment (heating, cooling, and ventilation fans), water heating equipment, and condition of exhaust flues for HVAC or water heating equipment that consumes fossil fuel.
- Type and condition of windows and doors.
- Duct system visual inspection findings.

- Approximate age and condition of appliances.
- Any signs of moisture deposition, building performance failures or conditions affecting the durability of the home.
- Results of tests related to the use of combustion appliances (draft, spillage, carbon monoxide, combustion appliance zone (CAZ) depressurization and gas leak testing).
- A summary of the home's approximate environmental impact

Energy Conservation Measures

- Measures that save energy, address combustion safety, comfort, moisture deposition, durability or other building performance problems comprehensive.
- Recommendations address air leakage between the house and attached garage due to the potential for infiltration of carbon monoxide and other fumes (if applicable).
- An estimate of current energy costs and potential energy savings from recommended improvements and improvement installation costs is included.

List of Incentives and Financing Options YES NO

List of Approved Auditors and Contractors YES NO

Additional Findings, Recommendations, Corrective Actions:

Based on the review of the HomeFree Nevada report, it is my determination and judgment that the Auditor receives the score of:

1 2 3 4

- 4- Report meets all standards and requirements
- 3- Report meets most requirements and contains few technical deficiencies
- 2- Report meets some requirements, but contains some technical deficiencies that require corrective action
- 1- Report does not meet standards or requirements and requires corrective action.

Signature of Reviewer: _____

Signature of Auditor: _____



HOME FREE NEVADA

Scope of Work Review

Reviewer: _____

Scope of Work: _____

Company: _____

Is the scope of work consistent with the recommendations in the HomeFree Nevada Audit Report and program policies (cost effectiveness or allowed measures and installation specifications)?

Is the scope of work is comprehensive in nature and includes the replacement of more than one system?

If CAZ or health and safety issues were found in the Audit Report, were corrective measures included and addressed in the scope of work?

Additional Findings, Recommendations, Corrective Actions:

Based on the review of the Scope of Work, it is my determination and judgment that the Contractor receives the score of:

1 2 3 4

4- SOW meets all standards and requirements

3- SOW meets most requirements and contains few technical deficiencies

2- SOW meets some requirements, but contains some technical deficiencies that require corrective action

1- SOW does not meet standards or requirements and requires corrective action.

Signature of Reviewer: _____

Signature of Contractor: _____



HOME FREE NEVADA

Post Installation Tests and Inspections Form Review

Reviewer: _____

Report: _____

Audit Company: _____

- All appropriate post diagnostic and visual inspections have been recorded per the contracted scope of work.
- All installed measures in the contracted scope of work have been verified as installed.
- Airflow tests have been completed on the HVAC system if work on ducts or an HVAC system was replaced in the scope of work.
- Airflow is within the acceptable range
- Refrigerant charge was checked for A/C or HP replacements
- Combustion equipment testing and CAZ testing has been completed and results recorded.
- No corrective action is needed based on CAZ results
- Building air- tightness standards have been calculated and appropriate recommendations for ventilation or required corrective action has been installed
- The contractor and customer have signed the test-out reporting form attesting to the completeness of work

Additional Findings, Recommendations, Corrective Actions:

Based on the review of the HomeFree Nevada test out, it is my determination and judgment that the Auditor receives the score of:

1 2 3 4

4- Form meets all standards and requirements

3- Form meets most requirements and contains few technical deficiencies

2- Form meets some requirements, but contains some technical deficiencies that require corrective action

1- Form does not meet standards or requirements and requires corrective action.

Signature of Reviewer: _____

Signature of Auditor: _____