



Job Completion Checklist

This checklist is a guide for homeowners and Partners that will perform work to HomeFree Nevada standards.

Job Approval- Completed by HomeFree Nevada Partner

- Homeowner Interview
- Submit **Participation Form**

Home Performance Assessment and Report- Completed by HomeFree Nevada Partner's Energy Assessor

- Utility Bill Analysis
- Building Envelope Inspection
- Heating, Ventilation, and Air Conditioning (HVAC) and Domestic Hot Water Systems Inspection
- Moisture Inspection
- Instrumented Tests on Combustion Appliances, Combustion Appliance Zone (CAZ) and Living Space
- Appliance, Water Fixture, and Lighting Inspection
- Complete **Energy Assessment Form OR Report**
- Discuss Assessment results and recommended improvements with homeowner
- Submit **Form** or Report to HomeFree Nevada
- Complete and sign the Energy Assessment section of the **Job Completion Form**

Energy Efficiency Upgrades- Completed by HomeFree Nevada Partner

- Develop Scope of Work based on the HomeFree Nevada Installation of Measures considerations
- Photograph measures to be completed
- If changes to the building envelope and/or heating system are part of the scope of work, complete preliminary CAZ inspection, per BPI standards
- Install Measures
- Complete and sign the Upgrades section of the **Job Completion Form**

Post-Installation Tests or "Test-out" Completed by HomeFree Nevada Partner's Energy Assessor

Note: (HomeFree Nevada Quality Assurance/Quality Control Evaluation by HomeFree Nevada Program Manager may occur if job is selected)

- Completed by HomeFree Nevada Energy Assessor:
 - Review photographs of measures taken prior to work being completed.
 - Conduct post-installation tests and inspections (dependent upon the Scope of Work)
 - Photograph completed measures
 - Complete HomeFree Nevada Post-Installation Tests and Inspection Form
 - If no further corrective actions are required (if applicable), complete and sign the Post Installation Tests and Inspection section of the **Job Completion Form**
- HomeFree Nevada Partner and homeowner sign **HomeFree Nevada Post-Installation Tests and Inspection Form** and **Job Completion Form**

At the completion of the job, the Partner or homeowner will submit the **HomeFree Nevada Job Completion Form** to HomeFree Nevada for verification and approval. The Partner listed as the lead on the **Participation Approval Form** will receive incentives (if participating) and the **HomeFree Nevada Certificate of Completion** from HomeFree Nevada within 30 days of job completion.