

Vermont Housing & Conservation Board Duct Cleaning Inspection

General	Did contractor access and clean the entire heating and cooling system, including ductwork & all components such as drain pans, humidifiers, coils, & fans?	Yes	No
	Has the contractor adequately demonstrated that ductwork and plenums are clean?	Yes	No
Heating	Is the heat exchanger surface visibly clean?	Yes	No
Cooling	Are both sides of the cooling coil clean?	Yes	No
	Are the cooling fins straight and evenly spaced?	Yes	No
	Does a flashlight shine through the cooling coil?	Yes	No
	Is the coil drain pan completely clean and draining properly?	Yes	No
Blower	Are all blower blades clean and free of oil and debris?	Yes	No
	Is the blower compartment clean and free of visible dust and debris?	Yes	No
Plenums	Is the return air plenum clean and free of visible dust and debris?	Yes	No
	Do filters fit properly and are of correct efficiency?	Yes	No
	Is the supply air plenum directly downstream of the air handling unit free of moisture stains and contaminants?	Yes	No
Metal Ducts	Are interior ductwork surfaces clean and free of visible debris?	Yes	No
Fiberglass Ducts	Is all fiberglass material in good condition, free of tears and abrasions, and well adhered to underlying materials?	Yes	No
Access Doors	Are newly installed access doors in sheet metal ducts attached with more than just duct tape?	Yes	No
	With the system running, is air leakage through access doors minimal or non-existent?	Yes	No
Air Vents	Have all registers, grilles, and diffusers been firmly reattached to walls, floors, and ceilings?	Yes	No
	Are all registers, grilles, and diffusers visibly clean?	Yes	No
System Operation	Are both the heating and cooling system functioning properly?	Yes	No

(over)

**Vermont Housing & Conservation Board
Duct Cleaning Inspection**

Date of Inspection: _____

Address: _____ **Apt or Unit #** _____

Town or City: _____ **State:** _____ **Zip** _____

Owner: _____ **VHCB Building Code:** _____

Inspection done by: _____

Air Duct Cleaning Company: _____

Are all areas checked during inspection satisfactory? Yes No

Notes: