



CT WAP PHOTOGRAPHIC REQUIREMENTS

General Photo Guideline

Photos must be uploaded to a cloud-based software, such as CompanyCam or similar, and must be accessible by all grantee, subgrantee and contractor technical staff. Photos must be associated with the correct client number, have a date and time stamp, and contain geolocation metadata. Photos provided must exclude any Personally Identifiable Information (PII) unless explicit permission is granted in writing. This includes, but is not limited to:

- Name, Image or Likness (NIL)
- Physical address
- Phone numbers
- Utility account numbers
- Documents, papers, or screen content
- Vehicle license plates
- Landmarks or other indentifiable markers of location

Each category of photos must contain a combination of photos that accurately captures the following both Pre-Weatherization and Post-Weatherization:

- Site conditions
- Diagnostics completed
- Measure installation
- Quality Assurance and Quality Control protocols

Some types of work such as airselaing, Health and Safety and WRF work will require photos after measure installation and before project completion if the final installed measures make evaluation of the measure difficult (e.g. airselaing work in the attic being barrier under insulation). Depending on what is being documented diferent types of photos may be required. Close-up photos show detailed conditions or fetures of a subject. Wide-Angle photos provide context by showing the subject within its surrounding environment and different angles of the subject. Other photos may be required based on the conditons described below. (e.g., barriers, insulation levels, etc.).

Any questions on photo docuentation requirements not covered in the guidance should be submitted to CT WAP Grantee Staff and Technical team to ensure compliance with program requirements.

Site Information

Client Name

Project Number:

Building Address:

City:

State:

ZIP Code:

Subgrantee:

Contractor(s):

Subgrantee Auditor:

Subgrantee QCI:



Weatherization Evaluation

Blower Door Test			
	Blower Door (Test-In and Test-Out)	1 photo	Anytime a blower door test is run during the initial audit or as part-of blower door guided air sealing a pre and post reading must be recorded to demonstrate measure effectiveness. The photos provided must be: <ul style="list-style-type: none"> - Clear and legible (i.e., not zoomed out too far or cut off) - Document all manometer settings and hose connections and that the blower door is time averaged to 10 seconds. - Document the blower door frame and fan setup

Duct Blaster Testing and Air Flow Testing			
	Duct Pressure Testing	2 photos	Anytime a blower door test is run during the initial audit or as part-of blower door guided air sealing a pre and post reading must be recorded to demonstrate measure effectiveness. The photos provided must be: <ul style="list-style-type: none"> - Clear and legible (i.e., not zoomed out too far or cut off) - Document all manometer settings and hose connections - Record the Total Leakage (TL) and Leakage to Outside (LTO) results - Show the duct blaster setup and settings
	Duct Sealing	2+ photos	If duct sealing is performed, capture one to two clear photos of the following: <ul style="list-style-type: none"> - Duct blaster setup and settings - All manometer settings and hose connections - Record the Total Leakage (TL), and Leakage to Outside (LTO) test-in results - Record the conditions pre and post duct sealing with a focus on: <ul style="list-style-type: none"> - Air handler units - Supply and Return ducts - Duct boots and Takeoffs - Record the Total Leakage (TL), and Leakage to Outside (LTO) test-out results
	Air Flow Testing	1+ photo	For airflow tests capture one or more clear photos of the following: <ul style="list-style-type: none"> - Air flow test results both before and after duct sealing - All manometer settings and hose connections When using the Digital TrueFlow Grid with TEC Mobile App: <ul style="list-style-type: none"> - A full screenshot with date and time included
	Heat Rise Test	1+ photo	Take a clear photo of the thermometer results from the return and supply ducts pre- and post- duct sealing



Health and Safety Evaluation			
	Barriers	1+ photo	<p>Provide at least one photo per identified barrier. Enter the location for each different barrier. If multiple barriers are found, each must be documented individually. Barriers include but are not limited to:</p> <ul style="list-style-type: none"> - Friable Asbestos Containing Material (ACM) / Presumed Asbestos Containing Material (PACM) - Significant Mold or Mold-like substance - Large surfaces containing lead paint - Major Electrical - Significant structural concerns - Other conditions present that prevent weatherization from occurring
	Health and Safety	1+ photo	<p>Provide at least one photo per identified issue. Enter the location for each different issue. If multiple issues are found, each must be documented individually. Barriers include but are not limited to:</p> <ul style="list-style-type: none"> - ASHRAE Ventilation Compliance - Smoke and CO detectors and fire extinguishers - Minor asbestos, mold, lead, or radon concerns - Worker and Occupant safety - Minor structural or electrical concerns - Other conditions that need to be addressed while providing weatherization



Weatherization Measures

Mechanicals			
	Heating/Cooling Systems (HVAC) and Domestic Hot Water Systems (DHW)	2+ photos	<p>For each piece of HVAC/DHW equipment (e.g., furnace, boiler, A/C condenser, domestic hot water, etc.) provide the following photos:</p> <ul style="list-style-type: none"> - Provide at least one photo the full view of the equipment in its installed location and include surrounding context for reference - Provide at least one clear and legible photo of the manufacturer’s specification tag (nameplate) including all model and serial numbers - Provide at least one photo of the components both within and outside the dwelling utilizing different angles to provide detail regarding the appliance’s condition, structural elements, and areas of concern

Air Sealing			
Attic			
	Attic	1+ photo	<p>Provide at least one photo showing the entirety of the attic regardless of storage, barriers, high insulation, or other conditions. Take multiple photos to cover the entirety of the attic if the view is obstructed by an air handler, limited storage, a turn, or if entire attic cannot fit in a single shot</p>
	Attic Opening	1 photo	<p>Provide at least one photo that clearly shows the existing conditions and any opportunities for airsealing</p>
	Kneewall	1-2 photos	<p>Provide at least one photo of existing conditions clearly showing any airsealing opportunities at transitions and access points</p>
	Ventilation	1+ photo	<p>Provide at least one photo of the existing ventilation present in the attic and opportunities for adding additional ventilation as required</p>
	Other Opportunities	2+ photos	<p>Provide at least two or more photos of all potential air sealing opportunities including:</p> <ul style="list-style-type: none"> - Top plates - Bath fan(s) - Plumbing - Wires - Duct boots
	Barriers or No Access	1+ photo	<p>Provide at least one photo of any barrier to airsealing and of anything that prevents physical access</p>



Basement, Crawlspace, and Garage			
	Living Space/ Basement / Crawlspace / Garage	2+ photos	Provide at least one photo showing the entirety of each living space in the dwelling; At least one photo showing the entirety of the basement (including conditioned or finished areas); At least one photo showing the entirety of the garage; and At least one photo showing the entirety of the crawl space.
	Rim Joist	1 photo	Provide photos showing all airsealing opportunities. Each photo may capture 10-12 bays when possible.
	Living Space / Basement / Garage Space / Garage Ceiling	2+ photos	Provide at least 2 photos showing all air sealing opportunities including but not limited to: <ul style="list-style-type: none"> - Tub chase - floor-board visibility to conditioned space - large plumbing gaps - balloon frame - chimney - wires - plumbing penetrations - door kits - door sweeps - radiator panel work - register taping
	No Access/Opportunity	1+ photo	If there is no access to the ceiling cavity provide at least one photo of the enclosed ceiling. include a photo of the basement, garage, and/or crawl space. If there are barriers to airsealing, including excessive storage, provide at least one photo. If there is a conditioned basement provide at least one photo supporting that determination



Insulation			
	Open Attic/ Open Kneewall	1+ photo	<p>All existing insulation levels must be photographed with a with depth reference (e.g. Ruler). If an area has various insulation levels include a photo of each depth with a depth reference (e.g. Ruler). When entering multiple attics, basements, walls, etc. each photo must be labeled.</p> <p>When Insulation is not accessible photos documenting the method of verification (i.e., small hole or close-up of outlet/switch) is acceptable to evaluate present insulation levels. Photos must include the following:</p> <ul style="list-style-type: none"> - Borescope photos showing a wall cavity void ≥ 1.5. - Photos of the cavity taken via a small pick hole, from behind an outlet, or switch plate. <p>When insulation is accessible photos must be provided that document that the first layer of insulation has been evaluated using an accepted methodology. Photos must include the following:</p> <ul style="list-style-type: none"> - Photos of the first layer of insulation - Photos of the rating and evaluation process for existing insulation <p>When evaluating floor insulation: Insulation must be visible through pulled floorboard, drilled hole, or any opening. When evaluating closed garage ceilings: Clear photos are required of the cavity utilizing the borescope via a small hole, or bay via open end of bay. When evaluating open garage ceiling then a photo of the ruler showing depth is required. When evaluating the attic opening at least one photo that shows attic opening hatch or door with no insulation.</p>
	Floored Attic/ Floored Kneewall	1+ photo	
	Basement / Crawlspace Insulation	1+ photo	
	Floored Over Attic- Open/ Closed	1+ photo	
	Garage Ceiling	1+ photo	
	Attic Opening	1+ photo	
	Exterior Wall, Kneewall, Or Open/Enclosed Slope	1+ photo	

Windows			
	Windows	1+ photos	<p>Provide at least one photo of each window in the home is required. The photos should show number of panes using a flashlight, lighter, or a close-up photo of corner of the window. Photos of all unique and existing window pane types are required. Photos of the exterior of the home showing the window replacements that are being proposed (each elevation)</p>



Notes: