



**Weatherization Guidance No. 45**

**Effective Date: October 9, 2019**

**Updated: April 1, 2022**

### **Inspection and Assessment of Inoperable Heating Systems**

The purpose of this guidance is to instruct agencies of updated policy regarding the Inspection and Assessment of all non-operational heating systems.

This guidance pertains to all CT WAP Weatherization programs.

If there are further questions, please contact your field representative.

#### **Inspection and Assessment at the time of the Home Energy Audit, Contractor Test-in, Test-out and Final Inspection**

All Weatherization Auditors, Contractors and Inspectors are required to complete the CT WAP Burner Combustion Efficiency Report when encountering non- operational Heating Equipment as follows:

- The rating plate box section that indicates the original specifications and AFUE of the unit to document original specifications, Condition, Unsafe, Inoperable, Red- Tagged and Reason(s) for recommendations..
- The Service Rendered By box shall be used to identify the individual making the assessment.
- The Other Repairs Needed Section shall be used to expand the reason for inoperable condition and specify if the issue may be the result of No Fuel, disruption of fuel delivery service, or other utility suspension of services.

#### **Inspection and Assessment at the time of Clean, Tune and Test or Health and Safety Inspection/Proposal associated with Standard Quote Form Procedures**

All Weatherization HVAC Contractors are required to complete a Burner Combustion Efficiency Report when encountering Poor and Inoperable Heating Equipment as part of the Standard Quote Package and as an element of the Health and Safety Inspection/Proposal package.

**Note:** Please see CT WAP Operations and Training Manual Section 308.10 regarding policy and procedures when evaluating non-working heating systems in the NEAT/MHEA Energy Audit Tools.