



Weatherization Guidance No. 45

Effective Date: October 9, 2019

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 a Burner Combustion Efficiency Report when encountering non- operational Heating Equipment.

- The completion of the form by non-HVAC personnel shall include the Subgrantee Job box.
- The rating plate box section that indicates condition of the unit to document Inoperable, Red-Tagged and Reason.
- 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.