HEIP Attic Air Sealing Checklist

Attic air sealing pre-installation checklist	Yes	No*
Is the effective R-value of the existing insulation R-19 or less?		
Have pre-existing structural defects such as cracked ceiling, roof leaks, plumbing leaks, vent leaks, etc. been addressed prior to air sealing?		
Do all exhaust fans vent to the exterior of the house?		
Is the exhaust fan ductwork insulated in unconditioned spaces?		

** If "no" was checked for any of the above questions, you must address the condition before proceeding in order to be eligible for the air sealing and insulation rebate.*

Address the following details by air sealing them prior to installing attic insulation	Yes	No
Open chases and plumbing walls are capped and sealed (rigid material to cover opening, and caulk or foam the cracks to air seal).		
Balloon-framed walls are capped and sealed.		
Unfinished attic floors are blocked and sealed or dense packed with cellulose. (Fiberglass batt does not meet this requirement.)		
Dropped soffits open to interior walls are capped and sealed.		
Gaps around chimneys and flue pipes are sealed.		
Supply boots, return register boxes, exhaust fans are sealed to sheetrock.		
Electrical and plumbing penetration gaps are sealed.		
Top plates to sheetrock connections are sealed.		

Other requirements	Yes	No
If soffit vents are present, baffles have been installed at the eaves of the home to maintain ventilation and to prevent wind intrusion.		
Vertical walls including attic kneewalls, permanent stairways and recessed skylights have been insulated with batt or blanket insulation and backed with a rigid air barrier, such as foam insulation board, installed on the exterior (attic side) of the wall, covering both the cavity insulation and the framing components of the wall.		

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HEIP Duct Sealing Checklist

Duct sealing, repair and replacement pre-installation checklist	Yes	No
All ductwork must be intact and connected from air source to termination.		
All flexible ducts must have straight runs and shall not be crushed, crimped or make turns sharper than 90 degrees.		
All ductwork in nonconditioned areas (crawl spaces, attics and garages) shall be fully wrapped or internally insulated. Exception: Supply boots in the attic if they are covered in insulation.		
Exhaust fan ductwork is insulated in unconditioned spaces.		
All accessible sections of metal duct are secured with sheet metal screws.		
The following connections must be sealed with bucket mastic or UL 181 duct tape (duct tape will NOT pass if it is not UL 181-rated).	**Yes**	**No**
Air handler: Cabinet seams, electrical penetrations, plumbing penetrations (i.e., condensate lines) and line set penetrations		
Plenum seams		
Plenum to collar (sheet metal to sheet metal)		
Collar to duct (inner liner)		
Collar to junction box seams		
Duct (inner liner) to supply boots		
Supply boot to sheetrock and/or subfloor		
Collar to return box (sheet metal to sheet metal)		
Panned returns to floor joist		
Return box to subfloor and/or sheetrock		
Joints on the return box (only accessible from inside the return; if interior of the return is insulated, remove insulation, seal, replace insulation)		

Important program guidelines to remember
When using flexible ductwork to plenums, trunk lines and junction boxes, the insulating liner of the flexible duct must be pulled back so that the connections listed below can be inspected and effectively sealed. Sealing the outer liner of the flex duct to the plenum, etc., does not make an adequate seal per program requirements.
If the plenum is externally wrapped with insulation, then the insulation must be temporarily removed or peeled back in order to properly seal joints and connections.
Air sealing around air handlers must be done with UL 181 foil tape, bucket mastic or high-temperature caulk.
Where mastic is used, gaps larger than ¼" shall be reinforced with fiberglass mesh tape.
If tape is used, it MUST be UL 181. Bucket mastic is PREFERRED over tape.

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