Multi-family Pre-inspection Process for Service Provider

See the Checklist for Field Testing procedure below. We provided this document to every Provider when we implemented this requirement in 2016. During a Multi-family Pre-inspection, our Inspector verifies that the Provider has followed this procedure as required. In addition to following the Checklist for Field Testing there are additional verifications and photos required for the pre-inspection.

Photos required for each apartment number assigned for pre-inspection

1. Oncor meter
2. Condenser ID label (required for determining heat type)
3. Picture of the furnace from a distance indicating no flue is present if not reporting gas furnace.
4. Thermostat indicating the system is off
5. Blower door, fan, and reference hose set-up
6. Windows and exterior doors closed
7. Interior doors are open including closets
8. Manometer clearly indicating that the process under section “Conduct Pre-Improvement Test” was followed including Device, Config, Mode, and Time AVG
9. Label on manometer indicating calibration date and serial number

Example pictures below
Multi-family Pre-inspection requirements for Ceiling Insulation

*Photos required for each apartment number assigned for pre-inspection*

Picture of the existing insulation level measurement for each range of R-Value reported

*If reporting R5 to R8 for 525 square feet and R9 to R14 for 450 square feet we need two pictures*

Condenser ID label (required for determining heat type)

Picture of the furnace from a distance indicating no flue is present if not reporting gas furnace

Oncor meter

*Example pictures below*

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Multi-family post inspection requirements will be the same as the single family with the exception of iTec report NOT being required for MF