



INSTALL PHOTO REQUIREMENTS IN-HOME ENERGY SERVICES (IES)

Trade allies are required to submit the following photos when submitting final invoices and forms for payment. All photos relevant to the scope of work installed must be included. Failure to submit all photos will result in a missing information case and may delay incentive payment.

DUCTLESS AND CENTRAL HEAT PUMPS

Heat Pump:

- Auxiliary heat lockout set to 35°F or below
- If engaged, compressor lockout set to 5°F or below
- Photos of the outdoor and indoor units installed, including the air handler
- Photos showing all lineset penetrations and terminations; must show proper sealing and full insulation
- Condensate drainage line showing adequate slope and appropriate termination
- Close-up photos of all nameplates
- Note: Smart thermostats need to be registered and connected to Wi-Fi

Ductless Heat Pump (DHP):

- Outdoor unit placement
- Indoor unit placement (a photo from the opposite wall of where each head is installed)
 - Please show evidence of the open primary living space with the primary DHP indoor head
- Photos showing all lineset penetrations and terminations; must show proper sealing and full insulation
- Condensate drainage line showing adequate slope and exterior termination
- Close-up photos of all nameplates

Heat Pump Water Heater (HPWH):

- The overall space around the HPWH
- The condensate line and where it terminates
- All ducting, if present, and where it terminates
- Close-up of nameplate

INSULATION

Attic Insulation:

- Insulation depth gauge
- Heat-producing fixtures in attics (and the properly installed baffles)
- Human contact areas
- Types of ventilation and baffles if applicable
- Photos of any exhaust ducts (and proper venting to outside)
- Dams between conditioned/unconditioned, roof porch attics and isolating mechanical equipment
- Attic access (and proper insulation, including weatherstripping)
- Knee walls, air sealed and covered with vapor-permeable air barrier (and blockage of framing openings if applicable)
- Air sealing, especially priorities defined in scope of work
- Completed insulation in any areas not readily accessible for inspection

Floor Insulation:

- Access insulated and weatherstripped
- If outdoor access, then weather/vermin proof
- Insulation R-value verified
- Photos of insulation with proper support to provide continuous coverage without over-compression
- All human contact areas covered with vapor-permeable air barrier
- Floor penetrations sealed
- Exhaust ducts vented to the outside of crawlspace and sealed at penetrations
- Water lines insulated
- Ground cover
- Vents properly sealed against vermin
- Completed insulation in any areas not readily accessible for inspection

Wall Insulation:

- Photos of finished condition and plugged injection holes
- If siding is replaced, photos of appropriate flashing at injection holes

OTHER ENERGY TRUST INCENTIVES

Manufactured Homes (XMH) Free Services Duct Sealing:

- Photos of any duct sealing/patching
- Photos of crossover replacement if occurred
- Pre/post duct leakage to outside test numbers
- Photo of carbon monoxide alarm if combustion appliance present

Gas Furnace:

- Install location demonstrating non-hazardous location and accessibility for future service
- Model/serial nameplate photo
- CO alarm
- Venting/ducting

Critical Repair:

- Post install photos for each item
- Include photos of duct terminations to the outside for any exhaust ventilation
 - Bath and kitchen fan, new and replacement:
 - Ducting, duct connections and terminations
 - Any new control or wiring
 - Close-up of nameplate
 - Non-HVAC duct replacement and improvement:
 - Sealing at all joints and terminations
 - Duct runs in attic and crawlspace
 - XMH Belly Wrap repair:
 - Patch of suitably similar material
 - Mechanical fastening prior to applying tape or mastic
 - Air sealing and final condition

OTHER SPECIALTY INCENTIVES

Air Sealing:

- Photos of completed air sealing in locations covered by final insulation or not otherwise accessible for inspection
 - Attics and ceilings:
 - All penetrations, including electrical, plumbing and mechanical systems
 - Before and after photos for large openings
 - Detail photos showing work around open chases, chimneys, flues or other heat-producing fixtures
 - Top plates
 - Walls, windows and doors:
 - Wall penetrations where trim or cover plates are installed over air sealing work
 - Floors, crawlspaces, basements and foundations:
 - Air barriers at rim joists
 - Floor penetrations, including plumbing, wiring, and mechanical systems, floor transitions and similar openings in the air barrier of the underfloor
 - Before and after photos for large openings

Duct Sealing:

- All sealed joints

Duct Repair:

- All repairs and joints

Duct Insulation:

- Final condition and insulation seams

Windows:

- Exterior flashing around each window
- Caulking or other air sealing behind interior trim

Gas Water Heater:

- Completed installation showing non-hazardous location and accessibility for future service