

HVAC Ductwork Installation Checklist

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Pre-Installation & Planning

Verify plans, permits, and site conditions before any ductwork is installed. Includes safety checks and material staging.

Review HVAC Drawings & Specifications?

☐ Yes

☐ No

Review HVAC Permit(s)?

☐ Yes

☐ No



Date of Plan Review Completion

Enter date...

Summary of Plan Review Findings & Discrepancies

Write something...

Site Survey Completed?

☐ Yes

☐ No

Details of Site Conditions (Obstacles, Existing Utilities, etc.)

Write something...

Estimated Ductwork Length (Feet)

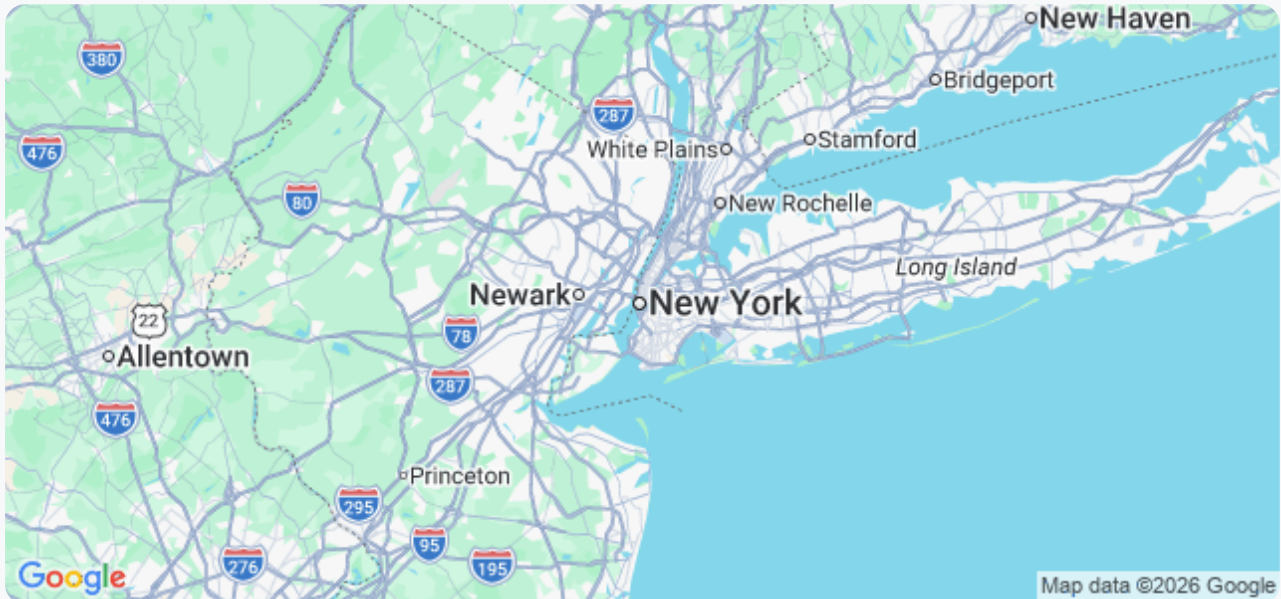
Enter a number...

Confirm Material Delivery Schedule?

☐ Yes☐ No

Location of Material Staging Area

 [Set My Current Location](#)



Material Verification & Storage

Ensuring correct materials are delivered, inspected, and stored properly to prevent damage and ensure code compliance.

Ductwork Order Quantity (Total Linear Feet)

Enter a number...

Duct Material Type Received

- ☐ Galvanized Steel
- ☐ Aluminum
- ☐ Stainless Steel
- ☐ Flexible Ducting
- ☐ Other

Gauge of Steel Received (if applicable)

- ☐ .018
- ☐ .020
- ☐ .025
- ☐ Other

Material Receiving Notes (damage, shortages, etc.)

Write something...

Insulation Type Received

- ☐ Fiberglass
- ☐ Foam
- ☐ Mineral Wool
- ☐ Other

Insulation R-Value Received

Enter a number...

Material Delivery Receipt/Packing List

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Storage Location Notes (e.g., covered/uncovered, protected from elements)

Write something...

Condition of Delivered Materials

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Ductwork Fabrication & Fitting

Covers the fabrication of ductwork, including cutting, joining, and applying sealants. Focuses on accuracy and airtightness.

Duct Length Variation (inches)

Enter a number...

Duct Width Deviation (inches)

Enter a number...

Joint Type Used (e.g., crimped, screwed, welded)

- ☐ Crimped
- ☐ Screwed
- ☐ Welded
- ☐ Other - Specify

Description of 'Other' Joint Type (if selected)

Write something...

Sealant Types Used (check all that apply)

- ☐ Mastic
- ☐ Foil Tape
- ☐ UL 181 Listed Duct Sealant
- ☐ None

Duct Profile Alignment

- ☐ Aligned
- ☐ Minor Misalignment (less than 1/4 inch)
- ☐ Significant Misalignment (greater than 1/4 inch) - Requires Correction

Photographic Evidence of Key Joints

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Ductwork Hanging & Support

Properly hanging and supporting ductwork using appropriate hangers, supports, and bracing. Ensures stability and prevents sagging.

Hanger Spacing (Feet)

Enter a number...

Maximum Duct Sag (Inches)

Enter a number...

Hangar Type Used

- ☐ Wire Hanger
- ☐ Rope Hanger
- ☐ Bracket Hanger
- ☐ Clip Hanger
- ☐ Other (Specify)

Notes on Hangar Placement/Adjustments

Write something...

Support Materials Verified?

- ☐ Hangers
- ☐ Rods
- ☐ Brackets
- ☐ Hardware
- ☐ N/A

Ductwork Secured to Structure?

- ☐ Yes
- ☐ No

Sealing & Insulation

Details the application of sealant and insulation to minimize air leakage and improve energy efficiency.

Insulation Type Verified?

- ☐ Fiberglass
- ☐ Mineral Wool
- ☐ Foam (specify type)
- ☐ Other (specify)

Insulation Thickness (inches)

Enter a number...

Joint Sealant Type

- ☐ Mastic
- ☐ Foil Tape
- ☐ Acoustic Sealant
- ☐ Other (specify)

Notes on Sealant Application

Write something...

Sealed Areas

- ☐ Duct Joints
- ☐ Penetrations (e.g., pipes, wiring)
- ☐ Connections to Equipment
- ☐ Transitions between Duct Sizes

Vapor Barrier Installed?

- ☐ Yes
- ☐ No
- ☐ Not Required

Sealant/Insulation Material Certificates (if required)

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Connection to Equipment

Focuses on the proper connection of ductwork to the HVAC equipment (furnace, AC unit, etc.) and ensuring airtight seals.

Equipment Connection Type

- ☐ Furnace
- ☐ Air Conditioner
- ☐ Heat Pump
- ☐ Fan Coil Unit
- ☐ Other (Specify in Long Text)

Specify 'Other' Equipment Type (if applicable)

Write something...

Static Pressure at Equipment Connection (inches of water)

Enter a number...

Connection Method

- ☐ Slip & Seal
- ☐ Flange with Gasket
- ☐ Direct Connect
- ☐ Other (Specify in Long Text)

Specify 'Other' Connection Method (if applicable)

Write something...

Connection Sealant Used (if applicable)

- ☐ None
- ☐ Mastic
- ☐ Duct Tape
- ☐ Foam Tape
- ☐ Other (Specify in Long Text)

Specify 'Other' Sealant Used (if applicable)

Write something...

Photo of Equipment Connection

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Connection Leak Tested?

☐ Yes

☐ No

Testing & Balancing

Includes pressure testing, smoke testing, and balancing of the ductwork system to ensure proper airflow.

Static Pressure Measurement (Supply)

Enter a number...

Static Pressure Measurement (Return)

Enter a number...

Airflow Measurement (CFM) – System Total

Enter a number...

Pressure Testing Outcome

- ☐ Pass
- ☐ Fail
- ☐ NA (Not Applicable)

Pressure Test Details (if fail)

Write something...

Testing Methods Used

- ☐ Pressure Test
- ☐ Smoke Test
- ☐ Differential Pressure Test
- ☐ CFM Measurement

Date of Balancing

Enter date...

Time of Balancing

Enter time...

Balancing Notes/Adjustments Made

Write something...

Final Inspection & Clean-up

Final inspection of completed ductwork, addressing any deficiencies, and cleaning the work area.

Visual Inspection - Ductwork Condition:

- ☐ No Damage
- ☐ Minor Damage (Documented)
- ☐ Significant Damage (Requires Repair)

Sealing Material Integrity:

- ☐ Satisfactory
- ☐ Needs Improvement
- ☐ Unsatisfactory

Air Leakage Test Result (CFM/ft²):

Noise Level Acceptable?

- ☐ Yes
- ☐ No

Comments/Observations:

Write something...

Inspection Date:

Enter date...

Inspection Time:

Enter time...

Inspector Signature:

Attach Photos of Inspection:

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