

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...

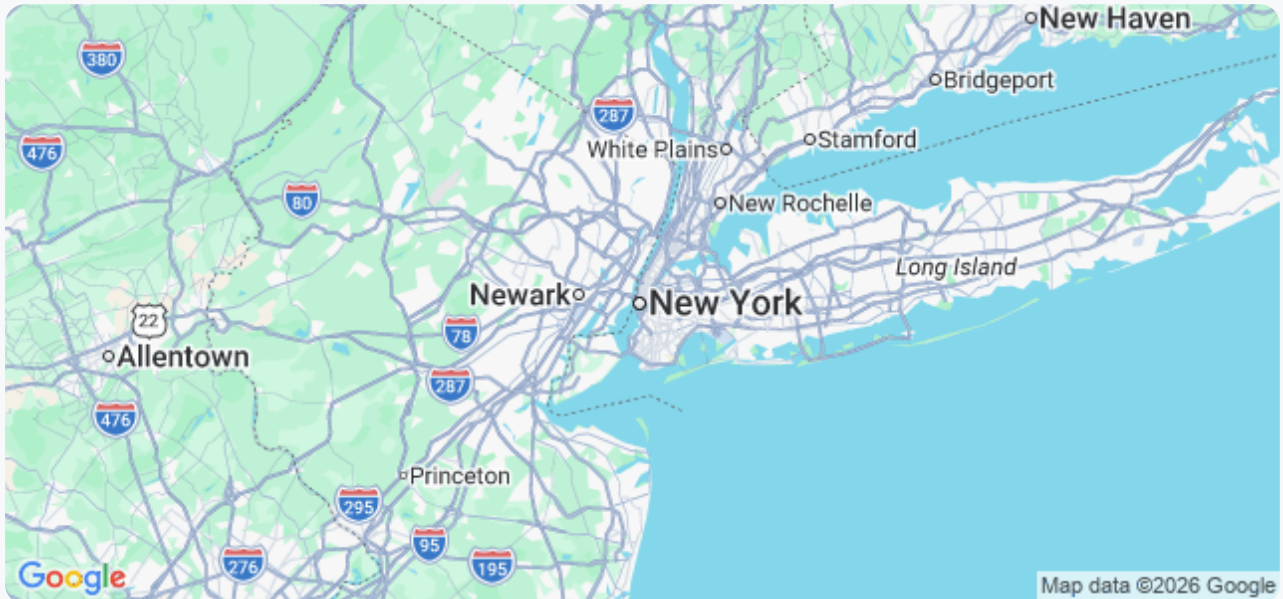
Confirm Material Delivery Schedule?

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...

Hanger Type Used

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

Notes on Hanger 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)

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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