



HVAC Ductwork Installation Checklist

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)

Duct Width Deviation (inches)

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

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

Description of 'Other' Joint Type (if selected)

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 Hangar
- ☐ Rope Hangar
- ☐ Bracket Hangar
- ☐ Clip Hangar
- ☐ 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

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):

Enter a number...

Noise Level Acceptable?

- ☐ Yes
- ☐ No

Comments/Observations:


Write something...

Inspection Date:

Enter date...

Inspection Time:**Inspector Signature:**

Attach Photos of Inspection:

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