

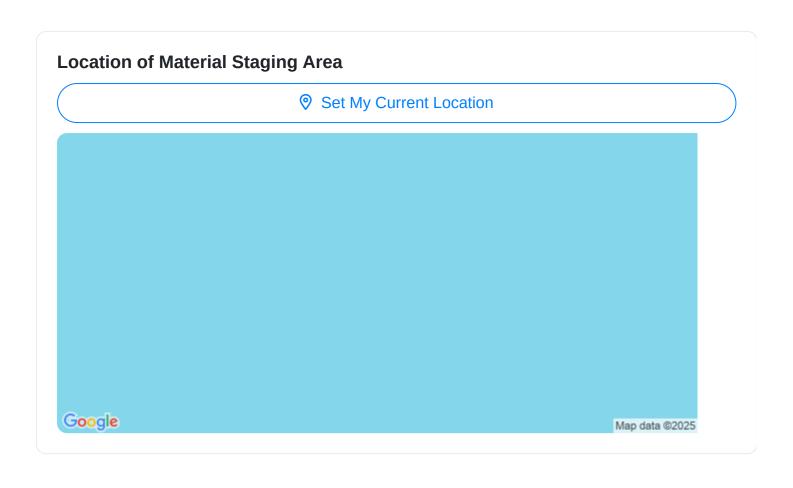
HVAC Ductwork Installation Checklist

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



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 Light Upload File
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 Lipload File
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)
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)
♣ Upload File
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
♣ Upload File

Connection Leak Tested?	
Yes	
No	
esting & Balancing	
cludes pressure testing, smoke testing, and balancing of the ductwor	rk system to ensure
oper airflow.	K System to ensure
Static Pressure Measurement (Supply)	
Static Pressure Measurement (Supply)	
Enter a number	
Static Pressure Measurement (Return)	
Enter a number	
Airflow Measurement (CFM) – System Total	
Enter a number	
Droccure Testing Outcome	
Pressure Testing Outcome	
Pass	
☐ Fail	
NA (Not Applicable)	
Pressure Test Details (if fail)	
Write something	
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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
Enter date
Enter date
Inspection Time:

Attach Photos of Inspection:

