

WAP JOB WORK ORDER FORM

Use this form, or its equivalent, to describe work items to be done

Health & Safety

Air Sealing and Infiltration Reduction

Attic / Ceiling Insulation

Duct Sealing and Insulation

Wall Insulation

Floor/Belly Insulation

Baseline & GHW	
HVAC	
Incidental Repair Measures (IRM)	
Other Misc. Expenses	

SC WAP ESTIMATE FORM

Use this form, or its equivalent, to estimate material and labor costs.

	Item	# of Units	Unit Cost	Materials	Labor
Health & Safety					
	Material Sub-total				
	Labor Sub-total				
Air Sealing and Infiltration Reduction					
	Material Sub-total				
	Labor Sub-total				
Attic / Ceiling Insulation					
	Material Sub-total				
	Labor Sub-total				

	Item	# of Units	Unit Cost	Materials	Labor
Duct Sealing and Insulation					
	Material Sub-total				
	Labor Sub-total				
Wall Insulation					
	Material Sub-total				
	Labor Sub-total				
Floor Insulation	Item				
	Material Sub-total				
	Labor Sub-total				
Baseline & GHW					
	Material Sub-total				
	Labor Sub-total				

	Item	# of Units	Unit Cost	Materials	Labor
HVAC					
	Material Sub-total				
	Labor Sub-total				
Incidental Repair Measures					
	Material Sub-total				
	Labor Sub-total				
Other Misc. Expenses					
	Material Sub-total				
	Labor Sub-total				

Insulation Certificate

Customer Name		Agency/Installation Company Name	
Customer Address		Agency/Company Phone Number(s)	
DESCRIPTION OF WEATHERIZATION ASSISTANCE PROGRAM INSTALLED INSULATION:			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>CEILING</p> <p>Sq. Ft. _____</p> <p>Batt or Blanket Type _____</p> <p>Loose Fill Type _____</p> <p>Installed Thickness (inches) _____</p> <p>Minimum Settled Thickness _____ (loose fill insulation only)</p> </div> <div style="width: 50%;"> <p>Number of rolls: _____</p> <p>Number of bags: _____</p> <p>Brand Name _____</p> <p>Thermal Resistance (R-Value) _____</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <p>Manufacturer's minimum installed weight per ft² to achieve above recorded R-Value</p> <p>lbs./ft² _____</p> </div> <div style="display: flex; justify-content: space-between;"> <p>Contractor's minimum installed weight/ft²</p> <p>lbs./ft² _____</p> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>EXTERIOR WALL</p> <p>Sq. Ft. _____</p> <p>Material _____</p> <p>Thickness (inches) _____</p> <p>(If dense packed loose fill) _____ lbs./ft²</p> </div> <div style="width: 50%;"> <p>Number of rolls: _____</p> <p>Brand Name _____</p> <p>Thermal Resistance (R-Value) _____</p> <p>Number of bags: _____</p> </div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>KNEEWALL</p> <p>Sq. Ft. _____</p> <p>Material _____</p> <p>Thickness (inches) _____</p> </div> <div style="width: 50%;"> <p>Number of rolls: _____</p> <p>Brand Name _____</p> <p>Thermal Resistance (R-Value) _____</p> </div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>FLOOR</p> <p>Sq. Ft. _____</p> <p>Material _____</p> <p>Thickness (inches) _____</p> <p>mobile home (belly) - loose fill</p> </div> <div style="width: 50%;"> <p>Number of rolls: _____</p> <p>Brand Name _____</p> <p>Thermal Resistance (R-Value) _____</p> <p>Number of bags: _____</p> </div> </div>			
<p>GROUND SOURCE VAPOR BARRIER INSTALLED? (circle one) YES NO</p>			
<p>DESCRIPTION OF COVERAGE AREA: _____</p>			
<p>DECLARATION: I hereby certify that the noted insulation was installed at the residence above in conformance with FTC Regulation 16 CFR 460.17.</p>			
Contractor or Agency Representative		License Number	
Signature and Title		Date	
Subcontractor (Insulation Installer)		License Number	
Signature and Title		Date	

CERTIFIED RENOVATOR COMPLIANCE FORM

Date: _____

Agency: _____

Street Address of Renovation: _____

Brief Description of Renovation: _____

Name of Assigned Renovator: _____

EPA Certified Renovator# _____

Name(s) of trained workers: _____

- ☐ Occupant received pre-renovation education and signed the pre-renovation form.
- ☐ Copies of renovator and agency certifications on file and on work site.
- ☐ Certified renovator provided training to non-certified workers and has documentation onsite.
- ☐ Test kits used by Certified Renovator on components affected by weatherization (identify kits used and describe sampling locations and results).
- ☐ Warning signs posted.
- ☐ Work area contained.
- ☐ All objects in work area covered (interiors).
- ☐ HVAC ducts in work area closed and covered (interiors).
- ☐ Windows in the work area closed (interiors).
- ☐ Windows in and within 20 feet of work area closed (exteriors).
- ☐ Doors in work area closed and sealed (interiors).
- ☐ Doors in and within 20 feet of work area closed and sealed (exteriors).
- ☐ Doors in work area covered to allow passage but prevent spread of dust.
- ☐ Floors in work area covered with taped-down plastic (interiors).
- ☐ Ground covered by plastic extending 10 feet from work area—plastic anchored to building and weighted down by heavy objects (exteriors).
- ☐ If necessary, vertical containment installed to prevent migration of dust and debris to adjacent property (exteriors).
- ☐ Waste contained on-site and while being transported off-site.
- ☐ Work site properly cleaned after renovation.
- ☐ Certified renovator was present during the posting of signs, during establishment of containment area, and during cleaning verification.

I certify that the work above was performed in compliance with OEO and DOE policies and that the materials and workmanship comply with the SC SWS.

Name and Title

Date

Signature