



Installation Certificate Duct Leakage Test - Existing System

Please read and complete this form in its entirety and sign the form.
All information is required.

Customer Name:	Site Address:		
	City:	State:	Zip:

Enter the Duct System Location or Area Served:

Note: Submit one Installation Certificate for each duct system that must demonstrate compliance in the dwelling.

This installation certificate is required to accompany applications for duct sealing rebates for the City of Ukiah

Duct Leakage Diagnostic Test – Existing Duct System

Select one compliance method from the following three choices.

- Option 1. Measured total leakage less than 15% of Fan Airflow.
- Option 2. Measured leakage to outside less than 10% of Fan Airflow.
- Option 3. Reduce leakage by 60% or more, and conduct smoke test to seal all accessible leaks.

Determine nominal **Fan Airflow** using one of the following two calculation methods.

Cooling system method: Size of condenser in Tons _____ x 400 = _____ CFM

Note: we don't need this option, since we won't be paying for combustion furnace duct sealing.

Measured system airflow using RA3.3 airflow test procedures: _____ CFM

1	<p>If Option 1 is used then: Allowed leakage = Fan Airflow _____ x 0.15 = _____ CFM₂₅ Actual leakage = _____ CFM₂₅ Pass if Actual leakage is less than Allowed leakage</p>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
2	<p>If Option 2 is used then: Allowed leakage = Fan Airflow _____ x 0.10 = _____ CFM₂₅ Actual leakage to Outside = _____ CFM₂₅ Pass if Actual leakage to outside is less than Allowed leakage</p>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
3	<p>If Option 3 is used then: Initial leakage prior to start of work = CFM₂₅ Final leakage after sealing all accessible leaks = CFM₂₅ Initial leakage _____ - Final leakage _____ = Leakage reduction _____ CFM₂₅ (Leakage reduction _____ / Initial leakage _____) x 100% = % Reduction Pass if %Reduction ≥ 60%</p>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

(Over)

- Outside air (OA) ducts for Central Fan Integrated (CFI) ventilation systems, shall not be sealed/taped off during duct leakage testing. CFI OA ducts that utilize controlled motorized dampers which open only when OA ventilation is required to meet ASHRAE Standard 62.2, and close when OA ventilation is not required, may be configured to the closed position during duct leakage testing.
- All supply and return register boots must be sealed to the drywall option 3 is used for compliance (leakage reduction by 60%) described above.
- New duct installations cannot utilize building cavities as plenums or platform returns in lieu of ducts.
- Mastic, mesh tape, and sheet metal screws (for metal ducts) or draw bands tightened with appropriate tool (for flex ducts) must be used to seal leaks at all new duct connections. Duct tape is not allowed unless as a temporary base to apply mastic/mesh tape.

DECLARATION STATEMENT

- I certify that the information provided on this form is true and correct.
- I certify that the installed features, materials, components, or manufactured devices identified on this certificate (the installation) conforms to all applicable codes and regulations
- I understand that The City of Ukiah may check this installation to verify eligibility for rebates, and that corrections may be required to qualify for rebates.
- I understand that I am responsible for obtaining all required permits before proceeding with the installation.

Company Name: (Installing Subcontractor or General Contractor or Builder/Owner)		
Responsible Person's Name:		Responsible Person's Signature:
CSLB License:	Date Signed:	Position With Company (Title):