

# Duct Insulation Checklist

## Job and system information

Customer name:	<input type="text"/>	Date:	<input type="text"/>
Service address:	<input type="text"/>	Work order #:	<input type="text"/>
Technician / installer:	<input type="text"/>	Permit #:	<input type="text"/>
System type:	<input type="text"/>	System age:	<input type="text"/>
System subtype (forced air / heat pump / other):	<input type="text"/>		
Duct material (sheet metal / flex / fiberglass board):	<input type="text"/>		
Duct location (attic / crawl space / basement / interior):	<input type="text"/>		

## Pre-installation inspection

- Existing ductwork inspected for damage, holes, or disconnected sections
- All duct leaks and gaps sealed with mastic sealant or foil tape before insulating
- Duct connections at air handler, plenums, and registers secured and tight
- Accessible ductwork sections identified and mapped for insulation coverage
- Attic / crawl space / basement access confirmed safe for installer entry
- Existing insulation removed or noted where replacement or layering is planned

Existing insulation R-value (if any):  Condition (good / poor / none):

## Insulation material and specification

Insulation type (batt / rigid board / spray foam / wrap):

Manufacturer / product name:

Target R-value:  Insulation thickness (in):

Vapor barrier required:  Vapor barrier type:

- Insulation material complies with ASHRAE 90.1 or local energy code requirement
- Insulation meets IECC minimum R-value for climate zone (verify per IECC Table C402.1.3)

## Duct Insulation Checklist (continued)

Climate zone:

IECC minimum R-value for this zone:

### Supply duct insulation

---

- All supply trunk ducts insulated to specified R-value
- All supply branch ducts insulated to specified R-value
- Supply duct insulation continuous -- no gaps, compressions, or voids
- Insulation secured with appropriate staples, wire ties, or mechanical fasteners
- Vapor barrier installed and sealed on exterior of insulation (if required)
- Supply plenums insulated

Supply duct insulation coverage (linear ft installed):  ft

### Return duct insulation

---

- All return trunk ducts insulated to specified R-value
- All return branch ducts insulated to specified R-value
- Return duct insulation continuous -- no gaps, compressions, or voids
- Insulation secured with appropriate fasteners
- Vapor barrier installed and sealed on exterior of insulation (if required)
- Return air plenums insulated

Return duct insulation coverage (linear ft installed):  ft

### Unconditioned space and penetration checks

---

- All duct runs through unconditioned attic space insulated
- All duct runs through unconditioned crawl space insulated
- All duct runs through unconditioned garage or exterior wall cavity insulated
- Duct penetrations through framing insulated and air-sealed around penetration
- Flex duct outer jacket intact -- no tears or punctures in insulation layer
- Flex duct not kinked, compressed, or over-bent (max 90-degree turn per section)

### Post-installation verification

---

- Final visual inspection of all installed insulation completed
- Insulation R-value verified by label or test -- matches specification
- All vapor barriers sealed at seams with appropriate tape
- Air handler / furnace area clear -- no insulation blocking service access
- Customer or general contractor walk-through completed

Installation notes and follow-up items:

### Sign-off

---

Installer signature:

Date:

Customer acknowledgment:

Date: