

## KHC Weatherization Client Education Documents Checklist

Client Name	Date	Job #
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Instructions For The Dwelling Needs Evaluator (DNE): All actions listed below must be completed. The client signature on this document, in the job file, will serve as proof of delivery to the client. Check all applicable actions below. Client must initial after each checked box.

\_\_ Provided information and explained pamphlet; A Brief Guide To Mold, Moisture & Your Home

\_\_ Provided information, explained pamphlet and collected signature on the Sample Pre-Renovation Form located in the back of the pamphlet; Lead Safe Certified Guide To Renovate Right

\_\_ Provided information and explained pamphlet; EPA HTML Publication : Asbestos In Your Home

\_\_ Provided information and explained pamphlet; EPA Publication: A Consumer's Guide To Radon

\_\_ Provided information and explained pamphlet; CPSC Guide To Home Wiring Hazards. Also explained the hazards of overloading electrical circuits, basic electric safety/risks and over current protection.

\_\_ Provided information and explained pamphlet; DOE/EERE: Guide To Home Ventilation

\_\_ Provided information and explained pamphlet; CPSC Guide: What You Should Know About Space Heaters

\_\_ Provided information and explained pamphlet; Combustion Equipment Safety & Hazards. Also explained the importance of using exhaust ventilation when cooking and the importance of keeping burners clean to limit the production of CO.

\_\_ Provided information and explained pamphlet; Preventing Carbon Monoxide Poisoning (EPA Fact Sheet)

\_\_ Provided information and explained pamphlet; EPA Indoor Air Pollutants Brochure

DNE Note:

All actions listed below must be completed as applicable.

\_\_ Verbally informed client of the hazards associated with electric heater that do not have a permanent connection to electric power and collected a signed waiver if removal is not allowed.

\_\_ Provided Owner's Manual/Instructions for New Furnace, Heat Pump, or Space Heater Installed.

\_\_ Provided Owner's Manual/Instructions for Carbon Monoxide/Smoke Detectors Installed.

\_\_ Provided Owner's Manual/Instructions for new refrigerator installed.

\_\_ Provided Owner's Manual/Instructions for new water heater installed.

\_\_ Provided Owner's Manual/Instructions for new programmable thermostat installed.

\_\_ Verbal notification of observed structurally compromised areas.

\_\_ Provided information and explained pamphlet; How To Maintain A Clean Home & Correct Unsanitary Conditions

\_\_ Provided information and explanation of the importance of cleaning and maintaining drainage systems, as well as the benefits of landscape design.

\_\_ Verbally informed of observed fire hazards.

\_\_ Verbally informed of observed pest infestation and associated risks.

\_\_ Verbally informed of the hazards associated with stand-alone electric heaters. A signed waiver from the client is required if removal is not allowed.

\_\_ Informed client of plans to use two-part foam and the precautions that may be necessary.

\_\_ Informed client on the function, use, and maintenance of ventilation system and components. Provided Owner's Manual/Instructions for newly installed vent fan.

I, certify that I have checked all applicable actions listed above and identified them as needed for this weatherization client. I also certify that I have explained and discussed all checked documents/publications thoroughly with the client and have obtained proof of delivery of these documents/publications via the client signature below.

\_\_\_\_\_  
Signature of Dwelling Needs Evaluator

\_\_\_\_\_  
Date Signed

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, certify that I have received the documents checked above and they were clearly explained to me.

Client Signature \_\_\_\_\_ Date: \_\_\_\_\_