

Weatherization Client Completion Form

Weatherization Assistance Program

Applicants Name: _____

Job # _____

Instructions for the Dwelling Needs Evaluator (DNE): All actions listed below must be completed. Check all applicable actions showing the client was provided the information and explained pamphlet for the documents listed below. The client signature on this document in the job file, will serve as proof of delivery to the client.

FOR EACH OWNER'S MANUAL REQUIRED, A SIGNED PROOF OF DELIVERY RECEIPT IS REQUIRED AND MUST BE KEPT IN CLIENT FILE.
 *MARK NOT APPLICABLE DOCUMENTS WITH N/A BESIDE APPLICABLE DOCUMENTS

<u>PRE-INSPECTION</u>	<u>PRE-INSPECTION</u>
<p>Document</p> <p>___ A Brief Guide to Mold, Moisture & Your Home</p> <p>___ Lead-Safe Certified Guide to Renovate Right</p> <p>___ EPA HTML Publication: Asbestos in your Home</p> <p>___ EPA Publication: A Citizens Guide to Radon</p> <p>___ CPSC: Guide to Home Wiring Hazards</p> <p>___ DOE/EERE: Guide to Home Ventilation</p> <p>___ What You Should Know about Space Heaters</p> <p>___ Combustion Equipment Safety Hazards</p> <p>___ How to Maintain a Clean Home and Correct Unsanitary Conditions</p> <p>___ Importance of Cleaning and Maintaining Drainage Systems</p> <p>___ EPA Indoor Air Pollutants Brochure</p> <p>___ 2 Part Foam Best Practices</p> <p>___ EPA Fact Sheet: Preventing Carbon Monoxide Poisoning</p> <p>___ Signed Disclaimer for Unvented Space Heaters</p> <p>___ Signed Disclaimer for existing Portable Electric Space Heaters</p> <p>___ Signed Disclaimer for Fuel/Gas Leak Present if Shut Off Not Allowed</p> <p>___ Verbally Informed of Observed Fire Hazards</p> <p>___ Verbally Informed of Observed Pest Infestation and Associated Risks</p>	<p>I certify that each client education document has been given to me, and that each document was clearly explained to me.</p> <p>_____ Signature of Weatherization Client Date</p> <p>I certify that each client education document has been given to the client, as applicable, and that each document has been explained to the client.</p> <p>_____ Signature of DNE/Energy Auditor Date</p>

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<p><u>POST-INSPECTION</u> Document</p> <p>____ Owner's Manual for New Heat System</p> <p>____ Owner's Manual for Programmable Thermostat</p> <p>____ Owner's Manual for Refrigerator</p> <p>____ Owner's Manual for Water Heater</p> <p>____ Owner's Manual for Carbon Monoxide Detector</p> <p>____ Owner's Manual for Smoke Detector</p> <p>____ Owner's Manual for Range Hood</p> <p>____ Owner's Manual for ASHRAE/Ventilation</p> <p>____ Insulation Certificate (16 CFR, Part 460.17)</p> <p>____ Signed Disclaimer for Remaining Unvented Space Heaters if Removal is Not Allowed</p> <p>____ Signed Disclaimer for Remaining Portable Electric Space Heaters if Removal is Not Allowed.</p>	<p><u>POST-INSPECTION</u></p> <p>I certify that each client education document has been given to me, and that each document was clearly explained to me.</p> <hr/> <p>Signature of Weatherization Client Date</p> <p>I certify that each client education document has been given to the client, as applicable, and that each document has been explained to the client.</p> <hr/> <p>Signature of DNE/Energy Auditor Date</p>
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OWNERS ACKNOWLEDGEMENT

All of the measures installed in my home have been explained to me pre-installation. I accept all equipment and materials installed, and I am satisfied with the work performed on my house by the Kentucky Weatherization Assistance Program. I realize there is no expressed or implied warranty and there can be no further assistance granted through this program.

I understand that in cases where I feel the work completed is not sufficient, I have a right to request an informal review from the community action agency who performed the work or to contact the Ombudsman at the Kentucky Cabinet for Health and Family Services to make a formal complaint.

Owner's Signature

Date

Landlord Signature (required if renter)

Date

Renter's Signature

Date

INSPECTORS CERTIFICATION

I, certify that this dwelling has been inspected and all work has been completed in compliance with Kentucky Weatherization Program Manual.

Inspectors Signature

Date

CAA/Contracting Agency _____

Inspector QCI Certified: YES NO QCI Certification # _____ Exp. Date _____