

# Weatherization Client Completion Form

Client 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

<p><b><u>PRE-INSPECTION</u></b></p> <p style="text-align: center;"><b>Document</b></p> <p>A Brief Guide to Mold, Moisture &amp; Your Home  Lead-Safe Certified Guide to Renovate Right  EPA HTML Publication: Asbestos in your Home  EPA Publication: A Citizens Guide to Radon  CPSC: Guide to Home Wiring Hazards  DOE/EERE: Guide to Home Ventilation  What You Should Know about Space Heaters  Combustion Equipment Safety Hazards  How to Maintain a Clean Home and Correct Unsanitary Conditions  Importance of Cleaning and Maintaining Drainage Systems  EPA Indoor Air Pollutants Brochure  2 Part Foam Best Practices  EPA Fact Sheet: Preventing Carbon Monoxide Poisoning  Signed Disclaimer for Unvented Space Heaters  Signed Disclaimer for existing Portable Electric Space Heaters  Signed Disclaimer for Fuel/Gas Leak Present if Shut Off Not Allowed  Verbally Informed of Observed Fire Hazards  Verbally Informed of Observed Pest Infestation and Associated Risks</p>	<p><b><u>PRE-INSPECTION</u></b></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>_____</p> <p><b>Signature of Weatherization Client</b> <span style="float: right;"><b>Date</b></span></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>_____</p> <p><b>Signature of DNE/Energy Auditor</b> <span style="float: right;"><b>Date</b></span></p>
<p><b><u>POST-INSPECTION</u></b></p> <p style="text-align: center;"><b>Document</b></p> <p>Owner's Manual for New Heat System  Owner's Manual for Programmable Thermostat  Owner's Manual for Refrigerator  Owner's Manual for Water Heater  Owner's Manual for Carbon Monoxide Detector  Owner's Manual for Smoke Detector  Owner's Manual for Range Hood  Owner's Manual for ASHRAE/Ventilation  Insulation Certificate (16 CFR, Part 460.17)  Signed Disclaimer for Remaining Unvented Space Heaters if Removal is Not Allowed  Signed Disclaimer for Remaining Portable Electric Space Heaters if Removal is Not Allowed.</p>	<p><b><u>POST-INSPECTION</u></b></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>_____</p> <p><b>Signature of Weatherization Client</b> <span style="float: right;"><b>Date</b></span></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>_____</p> <p><b>Signature of DNE/Energy Auditor</b> <span style="float: right;"><b>Date</b></span></p>

**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 \_\_\_\_\_