

2016-2017 Santee Cooper Commercial Prescriptive Rebate Program Duct Sealing and Insulation Form



INSTRUCTIONS

- 1) Duct Sealing and Insulation must be installed according to the requirements specified within the 2016-2017 Commercial Prescriptive Rebate Program Manual guidelines.
- 2) HVAC contractors are required to complete the appropriate sections of this form as applicable per equipment type.
- 3) Existing systems with initial testing results of less than 20% leakage are not eligible for rebates
- 4) Only systems requiring repair are eligible for rebates
- 5) Santee Cooper must receive a completed copy of this form, a completed 2016-2017 Santee Cooper Commercial Prescriptive Rebate Program application, and all required supplemental documentation prior to release of a rebate check.
- 6) All data must be properly recorded and submitted by the start-up technician. NOTE: Incomplete information cannot be processed under the Commercial Prescriptive Program.
- 7) **The service technician and a HVAC quality assurance designee, i.e. the service manager, must sign the back of this form.**

CONTRACTOR'S INFORMATION

HVAC Contractor's Name _____

Technician's Name (printed) _____

Certification# (if applicable) _____

Date of Testing/Repair: _____

CUSTOMER'S INFORMATION

Customer's Name _____

Premise# or Service Address _____

Customer's Phone # (____) _____

Meter Base Number: _____

STEP 1 - EXISTING HEAT PUMP SYSTEM INFORMATION

Unit No.	Make (Brand)	Condenser (or package unit) Model Number	Air Handler Model Number (if split system)	Cooling (tons)	Describe location of ductwork
1					
2					

STEP 2 - AIR FLOW TESTING AND DUCT LEAKAGE TESTING

CFM Pre-Testing Methods* (Complete one of the following processes):

<input type="checkbox"/>	Pressure Matching (e.g. Duct Blaster)	Air Handler measured ESP _____ IWC Calibrated Fan CFM _____	Duct Blaster Static Pressure _____ IWC CFM/ton _____
<input type="checkbox"/>	Flow Grid	Supply Static Pressure _____ IWC CFM _____	Flow Grid Pressure _____ IWC CFM/Ton _____
<input type="checkbox"/>	Anemometer and Manufacturer's Return Grille Performance Table	Air Velocity _____ FPM Return Grille (Net Free Sq. Ft.) _____ CFM = fpm x NFSF = _____	Make of Return Grille _____ Model of Return Grille _____ CFM/Ton _____
<input type="checkbox"/>	Manometer with Manufacturer Blower Table	Fan Speed _____ Measured External Static Pressure (ESP) _____ IWC Manufacturer's Blower Table CFM _____	CFM/Ton _____

*All data should be recorded after a minimum operating time of 15 minutes while the fan speed is set according to nominal design capacity. Airflow testing required to be within 350 to 425 CFM/ton.

LEAKAGE PRE-TESTING METHOD (COMPLETE ONE OF THE METHODS LISTED BELOW)

<input type="checkbox"/>	Duct pressurization	Airflow through the fan _____ *Pressurize ducts to match system operating pressures Leakage measurement % _____
<input type="checkbox"/>	Blower door subtraction	Whole house leakage _____ Leakage after grills are sealed _____ Leakage difference _____



STEP 3 - DUCT IMPROVEMENTS

Unit No.	Whole duct system inspection findings	# of leaks sealed ²	# of gaps sealed ³	Ducts insulated in unconditioned area ⁴	New filter installed
1					
2					

1. Once upgrades are made and CFM is within 350 to 425 CFM/ton, proceed to STEP 4
2. Sealed leaks and connections with mastic, metal tape, or an aerosol-based sealant
3. Seal gaps behind registers and grills where the duct meets the floor, wall, or ceiling
4. Insulate ducts in unconditioned areas with insulation that carries an R-value of 6 or higher

STEP 4 - POST AIRFLOW TESTING AND DUCT LEAKAGE TESTING

CFM Post-testing Methods (complete the same method used in pre-testing activities after repairs are made):

<input type="checkbox"/>	Pressure Matching (e.g. Duct Blaster)	Supply Static Pressure _____ IWC	Calibrated Fan CFM _____	CFM/Ton _____
<input type="checkbox"/>	Flow Grid	Flow Grid Pressure _____ IWC	CFM _____	CFM/Ton _____
<input type="checkbox"/>	Anemometer and Manufacturer's Return Grille Performance Table	Air Velocity _____ FPM	Make of Return Grille _____	Return Grille (Net Free Sq. Ft.) _____
		Model of Return Grille _____	CFM = fpm x NFSF = _____	CFM/Ton _____
<input type="checkbox"/>	Manometer with Manufacturer Blower Table	Fan Speed _____	Measured External Static Pressure (ESP) _____ IWC	Manufacturer's Blower Table CFM _____
				CFM/Ton _____

*All data should be recorded after a minimum operating time of 15 minutes while the fan speed is set according to nominal design capacity. Airflow testing required to be within 350 to 425 CFM/ton. **IF CFM IS NOT WITHIN REQUIRED RANGE, REPEAT STEP 3.**

LEAKAGE POST-TESTING METHOD* (complete the same method used in pre-testing activities after repairs are made):

<input type="checkbox"/>	Duct pressurization	Airflow through the fan _____	Leakage measurement % _____
		*Pressurize ducts to match system operating pressures	
<input type="checkbox"/>	Blower door subtraction	Whole house leakage _____	Leakage after grills are sealed _____
		Leakage difference _____	

*Duct Leakage Test: No more than 20% total CFM duct leakage and 50% improvement on existing leakage.

TECHNICIAN'S SIGNATURE

I hereby certify that all duct sealing and insulation has been installed in accordance with the 2016-2017 Commercial Prescriptive Rebate Manual guidelines, and that all the above information is accurate. I understand that Santee Cooper requires a completed copy of this document and all essential supplemental information prior to final processing of rebate requests.

Signature: _____

Date: _____