Desktop Quality Assurance

Example Photo and Sketch Packet
Floor Plan Sketch

- Show floor plan of conditioned area with dimensions – note unconditioned space when applicable.
- Include orientation of home in drawing (compass rose or arrow pointing north).
- Image of drawing must be clearly legible – watch for glare or unfocused images.
- Use drawing to verify your calculations – make sure wall lengths create an enclosed space.
• Indicate placement of mechanical equipment between conditioned and unconditioned areas

• Check all boxes that apply

• Use this as a reminder to check all parts of the house for equipment
Exterior – Walls & Foundation

- Take at least one picture per elevation showing all windows, including inside screened porch areas. Take more photos as necessary.

- If available, include an item for scale (e.g. yardstick or ruler).

- Provide at least one photo per type of exterior foundation and slab insulation if present.
Roof Interior & Attic

- Show ruler inserted into insulation to show depth in 2-3 places—numbers on ruler must be legible
- Give zoomed out shot to show overall condition of space—needs to show information to de-rate insulation as necessary
- Show hatch or areas with missing insulation to show exceptions to overall insulated condition
Crawlspace / Basement

- Give zoomed out shot to show overall condition of space

- Show ruler inserted into insulation to show depth in 2-3 places – numbers on ruler must be legible

- If conditioned space, show duct registers or radiators
Windows & Skylights

Provide a close up of the most common window type(s) on home to show the number of panes and frame type

Provide an image of each skylight from inside the house
Wall Construction & Sealing

• Show ruler in door jamb of exterior wall to indicate wall thickness and construction
• Show blower door reading if available. Must be in CFM50.
• Provide status of professional air sealing through visual verification where possible, or receipt of work done
Ducts

Show status of air sealing in 2-3 places away from central locations

Provide a wider frame shot to show duct location
HVAC & Water Heater

Show fully legible data plate on each piece of HVAC / DHW equipment.

Provide a photo showing each full piece of equipment. Include any ENERGY STAR emblem and manufacturer’s name on the label.

Use flash if necessary, write down the serial number if an image is not possible.
Solar Photovoltaics

- Show image of panels
- Provide an image of the photovoltaics module specification sheet
Miscellaneous

• Provide images of cathedral ceilings or spaces with changing ceiling heights

• Show the home’s green certifications or previous ratings, if applicable

In general: provide images of anything out of the ordinary. More photos are always better than fewer to verify data.