

BUILDER RESOURCE / FINAL + OCCUPANCY

Final Site Inspection Checklist

Use this before the final blower-door test and as-built energy-file review.

BEFORE THE VISIT Make sure the home is complete enough to test, the mechanical equipment can be accessed and the final project information is ready.

STEP 01

Complete the pressure boundary

- ☐ Complete the ceilings, exterior walls, foundation walls and exposed floors that form the pressure boundary.
- ☐ Install windows, exterior doors, attic hatches and skylights.
- ☐ Finish weatherstripping and seal envelope penetrations.
- ☐ Fill plumbing traps with water or cap unfinished rough-ins.
- ☐ Close windows, exterior doors, fireplace dampers, attic hatches and crawlspace access.
- ☐ Tell Apollo about any window or door that is broken or cannot close.

STEP 02

Prepare the site

- ☐ Keep a parking and unloading area clear.
- ☐ Avoid scheduling other trades to enter or leave during the test.
- ☐ Provide a suitable power outlet and accessible exterior doorway for the blower door.
- ☐ Provide access to every suite, attic, basement, crawlspace and mechanical area.
- ☐ Have a site contact available to answer questions.

BUILDER RESOURCE / FINAL + OCCUPANCY

Prepare the final information

Have the product and mechanical details needed for the as-built report ready.

STEP 03

Send Apollo the final details

- ☐ Project address, permit number and requested occupancy date.
- ☐ Final project information requested by Apollo for the as-built report.
- ☐ Final window and exterior-door information.
- ☐ Installed heating, cooling, hot-water and ventilation equipment details.
- ☐ Available ventilation commissioning information.
- ☐ Current building-department checklists or inspection comments.

STEP 04

If EnerGuide is included

- ☐ Have the heating and hot-water systems installed and running.
- ☐ Make sure indoor and outdoor heat-pump components are present.
- ☐ Allow access for required photos of equipment, attic insulation, windows and the exterior.

STEP 05

Close the energy file

- ☐ Review the final airtightness result.
- ☐ Send any missing product or mechanical information.
- ☐ Confirm the as-built Step Code report reflects the completed home.
- ☐ Confirm who will receive and submit each report.

PROJECT SCOPE The quote for the project confirms which testing, reports and supporting documents Apollo will provide.

Questions before the visit? Talk to Jesse.

apollobp.ca | 250-858-4808