



# COMMERCIAL CHECKLIST



This checklist is designed to help the commercial/industrial community understand **NADCA's recommendations regarding the HVAC system cleaning process**. NADCA advises reviewing the checklist items below **BEFORE** hiring an air duct cleaning company.

## WHY HIRE A NADCA MEMBER?

NADCA sets the industry standard for HVAC system cleaning and when done correctly, HVAC cleaning can be very beneficial for our facility. NADCA's dedication to quality promotes a higher standard of performance for all of its members—which can help give customers peace of mind.

### IN ORDER TO BECOME A NADCA MEMBER, A COMPANY MUST:

- » Have at least one NADCA certified Air Systems Cleaning Specialist (ASCS) on staff.
- » Maintain general liability insurance.
- » Agree to clean according to ACR, the NADCA Standard.
- » Comply with NADCA's Code of Ethics.

In addition, all ASCS certified individuals must acquire continuing education credits to maintain certification.

## Questions/Discussion Topics for Commercial/Industrial HVAC System Cleaning Projects

### Pre-Cleaning Checklist

Yes

No

# 1

## QUALIFICATION

of the HVAC System Cleaning Contractor

**The HVAC system cleaning contractor will provide the following:**

- Proof of NADCA membership and ASCS certification
- Proof of insurance
- Proof of proper license(s) as applicable
- A written proposal

Yes

No

# 2

## STANDARDS/GUIDELINES

Used by the HVAC System Cleaning Contractor

**The HVAC system cleaning contractor plans to follow:**

NADCA General Specifications for Cleaning of Commercial HVAC Systems

Yes

No

ACR, the NADCA Standard for Assessment, Cleaning & Restoration of HVAC Systems

### 3

## DOCUMENTS REVIEWED

by the HVAC System Cleaning Contractor

**The HVAC system cleaning contractor will:**

Review project drawings

Yes

No

Review project specifications

### 4

## INSPECTIONS

(See ACR, the NADCA Standard – Section 1)

**The HVAC system cleaning contractor will:**

Conduct an assessment prior to performing the work

Yes

No

### 5

## WORK PLANS

(See ACR, the NADCA Standard – Section 2)

**The HVAC system cleaning contractor will:**

Provide a written work plan

Yes

No

Provide a scope of work within the work plan that identifies what components will be cleaned and/or restored

Outline any special requirements needed for cleaning (ie. power, water, lifts)

### 6

## ENGINEERING CONTROLS

(See ACR, the NADCA Standard – Section 3)

**The HVAC system cleaning contractor will:**

Define engineering controls

Yes

No

Use vacuum collection equipment utilizing HEPA filtration with 99.97% collection efficiency at 0.3 micron particle size, if exhausting within the building envelope

### 7

## CLEANING & RESTORATION

Procedures (See ACR, the NADCA Standard – Section 4)

**The HVAC system cleaning contractor will:**

Maintain the HVAC system at appropriate negative pressure differential

Yes

No

Outline the cleaning methods to be used

Clean specified components in accordance with the NADCA General Specifications

Identify any chemical products that may be used and will provide Safety Data Sheets (SDS)

Report pre-existing damage to HVAC components found during cleaning

**8**

**CLEANLINESS VERIFICATION**

(See ACR, the NADCA Standard – Section 5)

**The HVAC system cleaning contractor will:**

Perform cleanliness verification as outlined in the scope of work

Yes

No

Identify post-project documentation