



NADCA 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

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	<input type="checkbox"/>	<input type="checkbox"/>
A written proposal	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
ACR, the NADCA Standard for Assessment, Cleaning & Restoration of HVAC Systems	<input type="checkbox"/>	<input type="checkbox"/>

Documents Reviewed by the HVAC System Cleaning Contractor

The HVAC system cleaning contractor will:

Review project drawings	<input type="checkbox"/>	<input type="checkbox"/>
Review project specifications	<input type="checkbox"/>	<input type="checkbox"/>

Inspections (See ACR, the NADCA Standard – Section 1)

The HVAC system cleaning contractor will:

Conduct an assessment prior to performing the work	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

Work Plans (See ACR, the NADCA Standard – Section 2)

The HVAC system cleaning contractor will:

- | | | |
|--|--------------------------|--------------------------|
| Provide a written work plan | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide a scope of work within the work plan that identifies what components will be cleaned and/or restored | <input type="checkbox"/> | <input type="checkbox"/> |
| Outline any special requirements needed for cleaning (ie. power, water, lifts) | <input type="checkbox"/> | <input type="checkbox"/> |
-

Engineering Controls (See ACR, the NADCA Standard – Section 3)

The HVAC system cleaning contractor will:

- | | | |
|--|--------------------------|--------------------------|
| Define engineering controls | <input type="checkbox"/> | <input type="checkbox"/> |
| Use vacuum collection equipment utilizing HEPA filtration with 99.97% collection efficiency at 0.3 micron article size, if exhausting within the building envelope | <input type="checkbox"/> | <input type="checkbox"/> |
-

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 | <input type="checkbox"/> | <input type="checkbox"/> |
| Outline the cleaning methods to be used | <input type="checkbox"/> | <input type="checkbox"/> |
| Clean specified components in accordance with the NADCA General Specifications | <input type="checkbox"/> | <input type="checkbox"/> |
| Identify any chemical products that may be used and will provide Safety Data Sheets (SDS) | <input type="checkbox"/> | <input type="checkbox"/> |
| Report pre-existing damage to HVAC components found during cleaning | <input type="checkbox"/> | <input type="checkbox"/> |
-

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

Identify post-project documentation