

Heat Loss/Gain & Duct Design Checklist for Forced Air Systems

Date:

Address:

Plans Review

1. Residential Mechanical Ventilation Record	Yes	No
2. Heating layout matches house design	Yes	No
3. Design Temperature used (-22 C / - 7.6 F)	Yes	No
4. Ventilation losses allowed for in heat-loss	Yes	No
5. Total Heat-loss for the building (Btu/h)	Yes	No
6. Furnace Rated Output (Btu/h Max 140% of #5)	Yes	No
7. Calculated system temp rise between approved maximum and approved minimum temperature rise for the furnace?	Yes	No
8. Calculated system temp rise maximum of 90F?	Yes	No
9. Maximum 90 cfm/ 4x10 supply outlet	Yes	No
10. Maximum supply trunk velocity (900 ft/min)	Yes	No
11. Maximum return trunk velocity (700 ft/min)	Yes	No
12. Maximum supply branch velocity (750 ft/min)	Yes	No
13. Maximum return branch velocity (650 ft/min)	Yes	No
14. Air Conditioning required	Yes	No
15. Air Conditioning allowed for in design	Yes	No

Inspection Checklist

1. Supply outlets located as per design	Yes	No
2. Return inlets located as per design	Yes	No
3. Duct sizing as per design	Yes	No
4. Furnace location as per design	Yes	No
5. Furnace make/model as per design	Yes	No
6. Finish flooring installed	Yes	No
7. Ventilation fan switch labeled	Yes	No
8. HRV Balance report required/provided	Yes	No
9. A/C installed (if required in #14 above)	Yes	No

Notes: