



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 each year.

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

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Proof of insurance

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Proof of proper license(s) as applicable

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A written proposal

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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

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

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Documents Reviewed by the HVAC System Cleaning Contractor

The HVAC system cleaning contractor will:

Review project drawings

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Review project specifications

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

The HVAC system cleaning contractor will:

Conduct an assessment prior to performing the work

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

The HVAC system cleaning contractor will:

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|--|--------------------------|--------------------------|
| 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"/> |
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Engineering Controls (See ACR, the NADCA Standard – Section 3)

The HVAC system cleaning contractor will:

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|--|--------------------------|--------------------------|
| 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"/> |
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Cleaning & Restoration Procedures (See ACR, the NADCA Standard – Section 4)

The HVAC system cleaning contractor will:

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|---|--------------------------|--------------------------|
| 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"/> |
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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 | <input type="checkbox"/> | <input type="checkbox"/> |
| Identify post-project documentation | <input type="checkbox"/> | <input type="checkbox"/> |