



RETROFIT INSTALLER TECHNICIAN Field Guide

Handle Materials/Equipment according to manufacturer specifications

Candidate displays their understanding of manufacturer's specs
Candidate mentioned the need for an MSDS for every material being used or stored at the project site
Candidate mentioned that tools should be handled per manufacturers specifications

Handle tools according to manufacturer specifications

Candidate mentioned need for manufacturer's specs and how they pertain to tools being used/stored
Candidate displayed proper handling of tools on props
Candidate displayed proper use of tools on props

Set up tools

Candidate demonstrated ability to properly unload tools
Candidate demonstrated the ability to properly plug in a power tool
Candidate demonstrated the ability to properly connect attachments to tools

Set up materials

Candidate demonstrated ability to unload materials
Candidate demonstrated ability to organize materials
Candidate demonstrated the ability to maintain the integrity of materials

Implement safety protocol (rigging, ventilation, blocking)

Candidate mentioned the need for ventilation in confined spaces
Candidate mentioned the need to hook up to fall protection when applicable
Candidate put on appropriate PPE
Candidate inspected work area for potential hazards

Use protective barriers (drop cloths)

Candidate placed drop cloth in appropriate area (or sited safety concerns for not doing so)
Candidate mentioned the need to obtain permission to move personal objects (e.g. furniture, etc)
Candidate explained the need to work following lead safe work practices when appropriate

Protect exterior environment

Candidate displayed methods to control debris created during retrofit activities
Candidate discussed methods to protect landscaping during retrofit activities

Verify access to work areas

Candidate moved any obstructions prior to beginning any work

Clean as you go (organize)

Candidate cleaned and returned tools to central area
Candidate picked up unused material and returned it to a central area
Candidate mentioned the need to return belongings (e.g. furnishings, etc)
Candidate cleaned the work area

Address deviations from work scope

Candidate identified need to check for deviations from the workscope
Candidate identified need to report any deviations from the workscope

Install air sealing measures - These Props are Single Attempt Only

Large Opening Prop

Candidate identified leaks and bypasses on the prop
Candidate selected appropriate materials for prop
Candidate displayed ability to seal gaps and cracks
Candidate checked that the seal is complete
Large Opening prop smoke test - test the prop with smoke to verify seal

Large Opening with Heat Source Prop

Candidate identified leaks and bypasses on the prop
Candidate selected appropriate materials for the prop
Candidate selected appropriate sealant for the prop
Candidate displayed ability to seal gaps and cracks
Candidate checked that the seal is complete
Candidate looked for potential fire code violations
Large Opening with Heat Source prop depressurized - test the prop with smoke to verify seal

Install loose fill insulation

Candidate properly set up machine for loose fill installation
Candidate mentioned air sealing is complete – as confirmed on other props
Candidate installed insulation dams around hatch (window hole)
Candidate used proper technique when blowing the insulation
Candidate installed 6 inches of insulation evenly

Install or patch moisture barriers

Candidate properly installed moisture barrier with sealed overlapping seams
Candidate mentioned the need to identify and locate moisture sources
Candidate mentioned the need to report bulk moisture concerns

Rough in mechanical ventilation systems

Candidate appropriately prepared the fan for installation (unbox, verify all components are available)
Candidate correctly cut openings in building (rough opening not to exceed 1/4" per SWS)
Candidate correctly installed ventilation system components
Candidate correctly installed ventilation system duct and termination
Candidate correctly insulated ducting system

Install dense pack insulation

Candidate properly set up machine for dense pack installation
Candidate checked for access to all cavities
Candidate checked for any horizontal blocking
Candidate filled first cavity and confirmed density stops air leakage (proctor tests for smoke movement)
Candidate readjusted the insulation machine if needed
Candidate correctly filled remaining cavities
Candidate compared material use to coverage required (bags consumed calculation)
Proctor must smoke test remaining cavities (2). Prop passes with no smoke movement in either cavity under depressurization

Install windows and doors

Candidate prepared opening for window installation
Candidate correctly installed window
Candidate properly air sealed around window
Candidate mentioned the need to verify flashing is installed
Candidate properly installed door
Candidate correctly attached weatherstrip to the frame
Candidate correctly attached sweep on door
Candidate made note that if home were built prior to 1978 they would have to work in a lead safe manner

Pick-up tools and materials

Candidate took inventory of tools and materials used
Candidate cleaned and stored tools and materials for final cleanup

Clean up and close out

Candidate picked up any protective barriers used
Candidate properly contained and disposed of materials and waste
Candidate cleaned work area
Candidate made note of the need to restore occupant belongings