QCI DOCUMENT CHECKLIST

(Aligned to the 2026 Michigan Energy Audit Guide)

Client Name: _____ Audit No.: _____ empowOR: HHID-_____

AUDIT VERIFICATION

- ☐ WAweb audit input.
- ☐ WAweb Input report.
- ☐ Uniform data collection tool (UDCT) completion.

DIAGNOSTIC TESTING & FIELD MEASUREMENTS

- ☐ Final blower door testing.
- ☐ Combustion appliance zone (CAZ) test results.
- ☐ Duct leakage and pressure tests.
- ☐ Combustible Gas Testing

FIELD WORK VERIFICATION

- ☐ Review and verify contractor invoices.
- ☐ Review of contractor photos.
- ☐ Review work order.
- ☐ Verify QC checklist matches work order.
- ☐ Verified all installed measures on work order
    - Air sealing work.
    - Insulation installations.
    - HVAC Work.
    - Health & Safety measures.
    - Installed Energy-Efficiency Measures.

REQUIRED PAPERWORK

- ☐ DHS-1008, Client Inspection / Assessment.
- ☐ Quality control checklist. *(signed & dated)*

COLLECTION OF SUPPORTING DOCUMENTS

- ☐ Insulation certificate.
- ☐ Applicable permits.
- ☐ LRRP documentation. *(If applicable)*
- ☐ Contractor invoices.
- ☐ Energy auditor photos & diagram evidence.
    - Check documentation aligns with audit report.

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PHOTOS

- ☐ All installed measures.
- ☐ ASHRAE fan & controls.
- ☐ Callback work.
- ☐ All relevant H&S items.
- ☐ Verification of work completed in inaccessible areas.
- ☐ Resolved Safety Hazards.

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QCI Notes: