

Checklist for the Commercial/Industrial Community

This checklist is designed to help the commercial/industrial community understand NADCA's recommendations regarding the process of HVAC cleaning. NADCA advises reading and understanding the information on this page before hiring an HVAC cleaning company. To keep the review process organized, place a check next to each discussion topic the contractor has addressed to your satisfaction.

| Questions/Discussion Topics for Commercial/Industrial HVAC Companies | Check box if satisfied |
|---|------------------------|
| <p>Qualifications of the HVAC System Cleaning Contractor</p> <ul style="list-style-type: none"> • Does the contractor have NADCA membership? • Does the contractor have NADCA certification? • Will you receive a list of the equipment and materials being used? • Do you have an estimate of labor time? | |
| <p>Standards/Guidelines Used by the Contractor</p> <ul style="list-style-type: none"> • Is the contractor planning to follow NADCA's ACR Standard? • What other guidelines will the contractor use? | |
| <p>Documents Provided by the Contractor</p> <ul style="list-style-type: none"> • Has the contractor provided project drawings and specifications? • Has the contractor provided approved construction revisions pertaining to the HVAC system? • Does the facility have an indoor air quality environmental report on file? | |
| <p>HVAC System Cleaning Specifications and Requirements</p> <p>Scope of Work</p> <ul style="list-style-type: none"> • Determine the minimum requirements necessary to render HVAC components clean. • Determine verification of cleanliness through inspection and/or testing in accordance with NADCA Standards. | |
| <p>HVAC System Component Inspections/Site Preparations</p> <ul style="list-style-type: none"> • The contractor must perform HVAC system component inspections. • The contractor must perform site evaluation and Preparations | |
| <p>General HVAC System Cleaning Requirements include, but are not limited to:</p> <ul style="list-style-type: none"> • Containment • Particulate Collection • Controlling Odors • Component Cleaning • Air-Volume Control Devices • Service Openings • Ceiling sections (tile) • Air distribution devices (registers, grilles & diffusers) • Air handling units • VAV, Dual duct boxes, blowers and exhaust fans | |
| <p>Basic Requirements for Commercial HVAC Cleaning</p> <ul style="list-style-type: none"> • Clean all air handling units, internal surfaces, components, condensate collectors/drains. • Put operative drainage system in place prior to beginning "wash down" procedures. • Clean all coils and related components, including evaporator fins. • Create service openings as needed for cleaning of otherwise inaccessible areas. • Mechanically clean all duct systems to remove all visible contaminants. | |
| <p>Policy for Antimicrobial Agents and Coatings</p> <ul style="list-style-type: none"> • These should be applied only if active fungal growth is reasonably suspected. | |
| <p>Cleanliness Verification</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the contractor familiar with cleanliness verification, as outlined in NADCA ACR? <input type="checkbox"/> Cleanliness verification includes visual inspection. <input type="checkbox"/> Cleanliness verification includes verification of coil cleaning. <input type="checkbox"/> See NADCA ACR Standard for complete guideline. | |
| <p>Post-project Report</p> <ul style="list-style-type: none"> <input type="checkbox"/> Will the contractor provide a post-project report outlining the details of the project? | |