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MEMO

WX-2010-05-A

TO: Agency Directors, Weatherization Coordinators and
FROM: Tim Zimmer, Weatherization Program Coordinator
RE: New Inspection Requirements
DATE: May 20, 2010

Greetings,

It is now required that a copy of a Final Inspection Certification form signed by a designated sub-grantee staff person, shall remain with the owner/occupant. A copy of the form must be included in the client file.

This inspection form **must** indicate:

- A. List all of the measures that were installed, and that they were installed in a workman like manner and according to specifications.
- B. The measures installed should under reasonable conditions save energy and make the dwelling more comfortable for the inhabitants. It is not necessary to make specific predictions on energy savings.
- C. All of the weatherization measures installed are guaranteed for material and workmanship defect for a period of one year (365 days) from the date signed.

Attached you will find an example you can use or as a guide to help you in constructing your own form. This document can be filled out after the final inspection and mailed to the client.

In the case of a multi – family apartment complex, copies of the certificate must be sent to the manager/owner of the property, each unit's occupants and included in each client file.

If you have any questions, please contact Steve Divan at the following:
steven.divan@state.or.us
503-986-0979

Thank you for your attention in this matter.