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MEMO

WX-2024-3

TO: Agency Directors, Weatherization Coordinators, and Fiscal Officers
FROM: Danielle Safford, Weatherization Program Coordinator
RE: OR WAP Inspection Forms and File Organization
DATE: 06/27/2024

Greetings,

Effective July 1st, 2024, all audits taking place are required to utilize the most recently updated Site Built and Manufactured Home Weatherization Inspection Forms and project files will be assembled according to the Updated File Organization document.

Inspection form updates include:

- A new Final Inspection Assessment section at the top of each form with four additional check boxes. These will indicate that an assessment of the energy audit confirms the accuracy of the field site data collection, energy audit software inputs, and the measures called for on the work order, were appropriate and in accordance with the energy audit procedures and protocols approved by DOE. Language in accordance with WPN 22-4.
- A new function has been included where if a box has been marked as fail, a red notification will prompt the QCI to include notes in the comment section.

In addition to the use of the new inspection forms, project files are required to be assembled according to the Updated File Organization document. All three new documents are posted on the OHCS website and can be found under the header of: For Service Providers/Weatherization Training & Technical Assistance/Program Resources/documents.

If you have any questions, please contact me at:

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