

Quality Control Process Documents

Verification Visit: What Homeowners Can Expect (PDF)

A one page document provided to the homeowner by the contractor and/or Verifier when their project has been selected for verification. The document provides a brief description of CBPCA, the SMUD Home Performance Program, why projects are verified, and how to prepare for the visit.

Top 10 List for Homeowners (PDF)

SMUD encourage contractors to give this Top Ten List to their client before beginning work on the home. The sheet explains the SMUD HPP and lets clients know what to expect as a program participant.

QC Report (PDF)

The Verifier provides as much constructive feedback as possible on the QC Report. Verifiers comment on any issue, quality, and completeness of the job verified. The report serves to educate the contractor about what remediation opportunities were overlooked, if any, which will reduce energy use in the home, improve comfort, or address specific building performance problems, such as failures on combustion tests. Conversely, also mention items that were done well. Photos are provided whenever possible.

QC Letter (PDF)

If CBPCA concludes that corrective action is required to bring the project into compliance, will prepare a QC Letter that provides details of the issues that require immediate attention when, the specific timeframe in which other repairs need to be made, and suggested methods for remediation.

Field Mentoring – How to Prepare (PDF)

For any field mentoring session, the Participating Contractor is provided this document to prepare for a successful mentoring session by confirming that a certified BPI Building Analyst AND a field crew lead is present for the session. In addition, the document lists what the Participating Contractor must bring to the mentoring session which includes data collection forms, personal safety items, and diagnostic equipment.

Mentoring Request Application (online)

Participating Contractors may fill out an online form through the Vision system that requests mentoring on a specific job in the SMUD HPP. Once the form is submitted, CBPCA is automatically notified and will determine if a program mentor is available on any of the three suggested dates provided by the Participating Contractor. CBPCA will communicate with the contractor through the Vision System mentoring application.

Field Quality Control Process (PDF)

This document summarizes CBPCA's approach to the field verification of jobs completed by contractors who are participating in the SMUD Home Performance Program (HPP).