

# Duct Cleaning Field Checklist, 18 steps

IAQCert, Certified Air Duct Cleaning Technician

Header: Company \_\_\_\_\_ Tech \_\_\_\_\_ Date \_\_\_\_\_ Job # \_\_\_\_\_ System Type \_\_\_\_\_

## A. Tools confirmed

- ☐ HEPA negative air machine, agitation kit, high-powered vacuum, PPE
- ☐ Drop cloths, magnetic vent covers, poly sheeting, tape
- ☐ Access panel hardware, snips, drill, screws, foil tape, mastic
- ☐ Manometer, anemometer, particle counter if available
- ☐ Replacement filters, filter gauge if applicable

## B. Pre-job confirmations

- ☐ Photos captured, registers counted, scope confirmed
- ☐ Power, parking, and access arranged, protection plan in place
- ☐ System type and access points verified, signed work order

## C. Procedure, check each step

- ☐ 1) Walkthrough and photos
- ☐ 2) Protect the space
- ☐ 3) Isolate zones, seal unused registers
- ☐ 4) De-energize where required
- ☐ 5) Create access on trunks as needed
- ☐ 6) Seal system for negative pressure, connect vacuum
- ☐ 7) Establish negative pressure, verify capture at nearest registers
- ☐ 8) Agitate branch runs from farthest register toward trunk
- ☐ 9) Vacuum and clean registers, remove, wash, reinstall
- ☐ 10) Clean the return side
- ☐ 11) Protect evaporator coil if coil cleaning not in scope
- ☐ 12) Clean blower and housing per manufacturer guidance
- ☐ 13) Brush and vacuum plenums and trunks
- ☐ 14) Sanitation if included, apply per label, document dwell time
- ☐ 15) Seal access panels, screws plus mastic or UL foil tape, label points
- ☐ 16) Replace filter, record size and MERV