# **Background**

This document is to be used to initiate a construction inspection with the New Construction Program (NCP).

The purpose of the construction inspection, such as an open wall or pre-drywall inspection, is to verify equipment installation that may become inaccessible as construction continues (e.g., insulation within the walls). This process enables the Program Team to ensure that all measures comply with NCP requirements. For more information, see the [Program Guide](https://njcleanenergy.com/residential/ncp).

# **Instructions**

For *residential* projects, the Partner must submit documentation to the [Application Portal](https://njncp.customerapplication.com/sign-in) within approximately 5 days of verifying the relevant ENERGY STAR® (or other Proxy) checklist sections. Specifically, for *multifamily* projects, documentation must be submitted for all tenant units and should only be submitted once checklists for all units are completed.

For *non-residential* projects, the Partner must submit documentation to the portal shortly after their site visit but before walls are scheduled to be closed.

Provide photo documentation of completed or partially completed measures. If a measure is partially complete, please indicate the complete percentage.

## File Naming and Photo Insertion Guidelines:

1. Name the file as follows: *<Project Name> - Construction Photo Template*
2. Enter the project name and application number into the header.
3. Include measure numbers listed in the BASIC Workbook for each applicable measure.
4. If a measure listed below is not applicable, you may leave that section blank. You may add sections following the template outline if a measure type is not included.
5. To insert photos, click on “Insert Photo” and insert the photo from a file. Select *Insert > Picture > From File* from the menu. The image will automatically resize to fit the provided boxes.
6. Click on the “Insert Note” link below each photo to provide a description of the image and information about its location.
7. Copy/paste additional photo boxes to accommodate more images if needed.
8. Ensure photos are clear enough for the relevant content to be identifiable. Ensure all photo files are compressed (print resolution, 200 dpi/ppi) before submitting this document (see instructions below). You may re-size photos before inserting them.

To compress the images in Microsoft Word:

* + Select the photo and choose “Picture Format” in the top ribbon.



* + Select “Compress Pictures.”



* + Uncheck “Apply only to this picture.” Select “Print” under resolution.



NOTE: Avoid selecting a resolution that lowers 200 dpi/ppi, which may degrade picture quality. After compressing photos and/or converting the document to PDF, always verify the photo content is clear.

# **Who should use this template?**

The construction inspection and template are required on all pathways, with the following nuances:

* Bundled Pathway – Photos are required only if certain measures might be inaccessible, such as measures E02 (UA Reduction), E03 (Envelope Leakage Reduction), and W04 (Pipe Insulation).

If none of these measures apply to the project, please check the box below and upload this form to the [Application Portal](https://njncp.customerapplication.com/sign-in):

[ ] The project is pursuing the *Bundled Pathway* but will not have any measures listed above.

* High Performance Pathway Proxy Certifications – Several Proxy certifications, such as ENERGY STAR, have required field checklists that specify the photos needed to be taken during construction inspection. There is no need to duplicate this effort in this template.

Instead, please check the box below and provide instructions on how and where to access photos taken. Then upload this form to the [Application Portal](https://njncp.customerapplication.com/sign-in)*:*

[ ]  The project has taken construction photos as part of Proxy certification requirements.

[ ]  Instructions to NCP Team for how and where to access photos:

Click or tap here to enter text.

NOTE: *The photos must be well-organized, descriptively labeled, and easy to navigate. They should be comparable to the measure list in the BASIC Workbook, similar to the organization presented in this template.*

* All Others – For all other projects where the above two conditions do not apply, please follow the directions on the previous page to complete this template.

If you encounter issues with the format of this template, please check the box below and upload this form to the [Application Portal](https://njncp.customerapplication.com/sign-in). Include instructions on how and where to access photos taken.

[ ]  The project has taken construction photos but is unable to use this template.

[ ]  Instructions to NCP Team for how and where to access photos:

 Click or tap here to enter text.

NOTE: *The photos must be well-organized, descriptively labeled, and easy to navigate. They should be comparable to the measure list in the BASIC Workbook, similar to the organization presented in this template.*

**Measure List**

[**DHW - Pipe Insulation** 2](#_Toc193446593)

[**Envelope – Basements/Unvented Crawl Spaces (Floors)** 3](#_Toc193446594)

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# **DHW - Pipe Insulation**

Measure #: Click or tap here to enter text.

Inspection - Include a representative photo of each pipe insulation, with thickness of insulation either labeled or measured.

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# **Envelope – Basements/Unvented Crawl Spaces (Floors)**

Measure #: Click or tap here to enter text.

Inspections - Include a representative photo of each location insulated. Photos should show type of insulation installed, thickness of new insulation, and total thickness of all insulation. Thickness should be shown in photo using a ruler or another measurement technique. If insulation has stamped R-value, include photo of markings.

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# **Envelope – Basements/Unvented Crawl Spaces (Walls)**

Measure #: Click or tap here to enter text.

Inspections - Include a representative photo of each location insulated. Photos should show type of insulation installed, thickness of new insulation, and total thickness of all insulation. Thickness should be shown in photo using a ruler or another measurement technique. If insulation has stamped R-value, include photo of markings.

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# **Envelope – Floors Over Unconditioned Spaces**

Measure #: Click or tap here to enter text.

Inspections - Include a representative photo of each location insulated. Photos should show type of insulation installed, thickness of new insulation, and total thickness of all insulation. Thickness should be shown in photo using a ruler or another measurement technique. If insulation has stamped R-value, include photo of markings.

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# **Envelope – Walls, Kneewalls, Rim Band/Joists**

Measure #: Click or tap here to enter text.

Inspections - Include a representative photo of each location insulated. Photos should show type of insulation installed, thickness of new insulation, and total thickness of all insulation. Thickness should be shown in photo using a ruler or another measurement technique. If insulation has stamped R-value, include photo of markings.

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# **Envelope – Roof**

Measure #: Click or tap here to enter text.

Inspections - Include a representative photo of each location insulated. Photos should show type of insulation installed, thickness of new insulation, and total thickness of all insulation. Thickness should be shown in photo using a ruler or another measurement technique. If insulation has stamped R-value, include photo of markings.

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# **Envelope – Slab edge/Slab Under**

Measure #: Click or tap here to enter text.

Inspections - Include a representative photo of each location insulated. Photos should show type of insulation installed, thickness of new insulation, and total thickness of all insulation. Thickness should be shown in photo using a ruler or another measurement technique. If insulation has stamped R-value, include photo of markings.

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# **Envelope – Other:** Click or tap here to enter text.

Measure #: Click or tap here to enter text.

Inspections - Include a representative photo of each location insulated. Photos should show type of insulation installed, thickness of new insulation, and total thickness of all insulation. Thickness should be shown in photo using a ruler or another measurement technique. If insulation has stamped R-value, include photo of markings.

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# **Envelope – Doors - Opaque**

Measure #: Click or tap here to enter text.

Inspections - Include a representative photo of each type of door installed and any associated labels.

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Include photos of air sealing details for each type of door installed. The photos should show exterior and interior air sealing details, as well as any air sealing that occurred in the space around the door frame.

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# **Envelope - Windows and Glass Doors**

Measure #: Click or tap here to enter text.

Inspection - Include a representative photo of each type of window installed and any associated labels (NFRC, manufactures, third-party, Energy Star, etc…).

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Include photos of air sealing details for each type of window installed. The photos should show exterior and interior air sealing details, as well as any air sealing that occurred in the space around the window frame.

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Include a photo of low-e sensor device verifying low-e (if applicable) for each type of window installed.

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# **Air Sealing - Exterior Air Barrier**

Measure #: Click or tap here to enter text.

Inspections - Include photos of air sealing work completed. Include enough photos to properly verify each type of air sealing activity performed.

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# **Air Sealing - Duct Improvements**

Measure #: Click or tap here to enter text.

Inspections - Include one representative photo of each: duct sealing detail, duct replacement, and duct insulation with thickness of insulation either labeled or measured.

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# **Other (e.g. Thermal Curtains, Shade Screens, etc.):** Click or tap here to enter text.

Measure #: Click or tap here to enter text.

Inspections - Include a representative photo and description.

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