

Quality Work Plan for Retrofit Installer – Arkansas Weatherization Assistance Program

Content: A Job Task Analysis for a <u>Retrofit Installer</u>				Name				
Years of Experience in this Capacity		Education Level		Credentials				
				s				
Definition	A <i>Retrofit Installer/Technician</i> installs energy-efficiency measures to single family or 2 -4 unit homes using a variety of building science best practices to improve safety, comfort, durability, indoor air quality, and energy efficiency.							
Maturity Model Levels								
Domain 1:		Maintain safety			Knowledge (K)		Ability (A)	
TASK 1: Follow work rules of jurisdiction having authority.					<ul style="list-style-type: none"> ✓ Installation procedures ✓ Manufacturer’s specification ✓ OSHA ✓ Safety systems 		<ul style="list-style-type: none"> ✓ Read or hear safety documents ✓ Implement safety procedures ✓ Report safety concerns and violations ✓ Wear safety equipment ✓ Attend safety meetings/trainings ✓ Request safety training ✓ Install safety guards ✓ Hear and read manufacturer’s specifications/MSDS ✓ Store and maintain materials/equipment according to manufacturer’s specs/MSDS ✓ Store and maintain tools according to manufacturer’s specs 	
TASK 2: Handle materials/equipment according to manufacturer specification.								
TASK 3: Handle tools according to manufacturer specifications.								
NEEDED TRAINING								
RATING								
KNOWLEDGE		SKILLS		ABILITIES				
Domain 2:		Prepare for the job (before arriving at job site)			<ul style="list-style-type: none"> ✓ Existing practice ✓ Safety procedures ✓ Compatibility ✓ Material handling ✓ Materials ✓ Material limits ✓ MSDS ✓ Physical limits of materials ✓ Work scope ✓ Lifting safety ✓ Normal tool operations ✓ Manufacturer’s specs 		<ul style="list-style-type: none"> ✓ Participate in training ✓ Identify strengths and weaknesses of yourself ✓ Modify installation practice based on training ✓ Sign in to training ✓ Review material list ✓ Compare materials to work scope ✓ Verify and protect material condition ✓ Organize materials (put in truck, pull from truck, etc.) ✓ Report missing or deficient material ✓ Review tool list ✓ Compare tools to work scope ✓ Verify and protect tools condition 	
TASK 1: Attend training.								
TASK 2: Gather materials and supplies.								
TASK 3: Gather tools.								
NEEDED TRAINING								

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<u>RATING</u>							<ul style="list-style-type: none"> ✓ Load/unload tools ✓ Report missing or deficient tools ✓ Modify tools for specific job requirements (change bits/blades) 	
<u>KNOWLEDGE</u>		<u>SKILLS</u>		<u>ABILITIES</u>				
Domain 3:		Prepare and maintain tools and materials on-site					<ul style="list-style-type: none"> ✓ Carrying techniques ✓ Double insulated tools ✓ Electrical safety ✓ GFCI ✓ Lifting techniques ✓ Manufacturer’s specifications ✓ Normal operations ✓ Tool recognition ✓ Work scope ✓ Job site ✓ Materials ✓ Material limits and characteristics 	<ul style="list-style-type: none"> ✓ Unload tools from vehicle ✓ Connect attachments ✓ Plug in tools ✓ Verify operational status ✓ Perform routine maintenance ✓ Report deficiencies ✓ Unload materials from vehicle ✓ Organize materials ✓ Confirm materials match work specifications ✓ Maintain integrity of materials
TASK 1: Set up tools.								
TASK 2: Set up materials.								
<u>NEEDED TRAINING</u>								
<u>RATING</u>								
<u>KNOWLEDGE</u>		<u>SKILLS</u>		<u>ABILITIES</u>				
Domain 4:		Prepare and maintain job site					<ul style="list-style-type: none"> ✓ Attend ✓ Participate ✓ Sign in ✓ Set up safety masking and drop cloths ✓ Set up ventilation in confined spaces ✓ Set up task lighting ✓ Hook up to fall protection ✓ Set up ladders, scaffolding, climbing equipment ✓ Lock out/tag out ✓ Inspect work area for hazards ✓ Report work area hazards ✓ Move furniture (confirm permission) ✓ Cover furniture/storage areas/clothes in closet) ✓ Protect furniture ✓ Protect floors ✓ Follow safe practices, including lead safe practices (EPA) ✓ Place drop cloths, tack mats ✓ Use designated facilities (eating, bathrooms, smoke break) 	
Task 1: Attend job site safety meetings.								
Task 2: Implement safety protocols (rigging, ventilation, blocking).								
Task 3: Use protective barriers.								
Task 4: Report preexisting conditions (that are not in scope).								
Task 5: Protect exterior environment.								
<u>NEEDED TRAINING</u>								
<u>RATING</u>								
<u>KNOWLEDGE</u>		<u>SKILLS</u>		<u>ABILITIES</u>				
						<ul style="list-style-type: none"> ✓ Combustibles ✓ Confines spaces ✓ Electrical safety ✓ EPA lead safety ✓ Equipment operation ✓ Fall protection ✓ Fit test ✓ Hazard recognition ✓ Lanyards ✓ Local codes ✓ Manufacturer’s specifications ✓ Materials ✓ OSHA ✓ Personal protection ✓ Safety protocols ✓ Ventilation systems and requirements ✓ Work scope ✓ Adjacent characteristics ✓ Electronics ✓ Flooring characteristics ✓ Lifting techniques ✓ Material characteristics 		

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					<ul style="list-style-type: none"> ✓ Safe practices ✓ General construction ✓ Retaining walls ✓ Containment requirements 	<ul style="list-style-type: none"> ✓ Identify preexisting conditions (aesthetic/structural) ✓ Report preexisting conditions ✓ Report difficult to access places (excessive customer stuff, customer behavior issues) ✓ Control dust and debris created by equipment from construction activities ✓ Protect landscaping (covering, using limiting stakes) ✓ Check for oil leaks ✓ Report mishap (spills, cracks)
Domain 5: Implement work space						
Task 1: Locate specific work areas.		Task 2: Very access to work areas.		Task 3a: Install air sealing measures.		
Task 3b: Install loose fill insulation.		Task 3c: Install or patch moisture barriers.		Task 3d: Rough in mechanical ventilation systems.		
Task 3e: Identify mechanical systems		Task 3f: Identify combustion appliances safety hazards.		Task 3g: Install dense pack insulation.		
Task 3h: Install windows and doors.		Task 3i: Identify electrical installation needs (rough-in, fans).		Task 3j: Identify plumbing installation needs.		
Task 3k: Identify/install roofing and flashing installation needs.		Task 4: Clean as you go (organize).		Task 5: Address deviations from work scope.		
NEEDED TRAINING						
RATING						
KNOWLEDGE	SKILLS		ABILITIES			

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| <p>Locate specific work areas</p> <ul style="list-style-type: none"> ✓ General construction ✓ General mechanical knowledge ✓ Job site specifics ✓ Work scope <p>Verify access to work area</p> <ul style="list-style-type: none"> ✓ Lifting safety <p>Install air sealing measures</p> <ul style="list-style-type: none"> ✓ Clearance ✓ Fire codes ✓ Framing components ✓ How to operate a blower door ✓ How to utilize tracer gas ✓ Leak site ✓ Material capabilities (e.g. temperature limits, width of span of sealant) ✓ Material durability ✓ Material strength ✓ Penetrations ✓ Tolerances <p>Install loose fill insulation</p> <ul style="list-style-type: none"> ✓ Combustibles ✓ Component analysis ✓ Coverage charts ✓ Depth markers ✓ Duct requirements ✓ General carpentry ✓ How to draw a floor plan ✓ How to operate a blower door | <p>Locate specific work areas</p> <ul style="list-style-type: none"> ✓ Review the work scope ✓ Walk the job ✓ Find mechanical <p>Verify access to work area</p> <ul style="list-style-type: none"> ✓ Confirm approval for start of work ✓ Work with crew chief to get access to areas (moving personal belongings, getting into crawl spaces, etc.) ✓ Remove obstructions for start of work <p>Install air sealing measures</p> <ul style="list-style-type: none"> ✓ Identify leaks and bypasses ✓ Select materials ✓ Look for fire code violations ✓ Block large openings ✓ Hand seal gaps and cracks ✓ Check to see if the seal is complete <p>Install loose fill insulation</p> <ul style="list-style-type: none"> ✓ Confirm air sealing is complete ✓ Confirm exhaust fans ducted to outside and insulated ✓ Confirm HVAC duct work is intact, sealed, supported and insulated ✓ Confirm clearance to combustibles ✓ Confirm clearances to electrical ✓ Install baffles, blocking, platforms, and insulated dams ✓ Install vertical insulation (6-sided boxes, kneewalls) |
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| <ul style="list-style-type: none"> ✓ Insulation requirements ✓ Manufacturer’s specifications for installation ✓ Materials ✓ Rigid board types ✓ R-values ✓ Termination requirements ✓ Thermal barriers Install or patch moisture barriers ✓ Flashing locations ✓ Grading issues ✓ Gravity ✓ Installation standards ✓ Moisture problems ✓ Moisture symptoms ✓ Roof slope changes ✓ Where to look for moisture Rough in Mechanical Ventilation Systems ✓ Building science basics ✓ Equipment disconnects ✓ Equipment installation requirements ✓ Equipment shut offs ✓ Hand tool safety ✓ Penetration locations and waterproofing ✓ Protection of materials ✓ Use of power tools Identify Mechanical Systems ✓ Asbestos hazards ✓ Basic mechanical code requirements ✓ Cavity protection ✓ Duct installation and sealing requirements ✓ Duct systems and air flow basics ✓ Electrical circuit testers ✓ Electrical disconnects and fuel shut-offs ✓ Insulation ✓ Mastics and duct-sealing materials ✓ Penetration locations ✓ Protection of installed insulation ✓ Sheet metal basics ✓ Slope required for drainage/venting ✓ Temperature of space ✓ Utility knife safety ✓ Vent, fuel, and condensation piping | <ul style="list-style-type: none"> ✓ Install horizontal insulation ✓ Compare material use to coverage requires (bags consumed) Install or patch moisture barriers ✓ Confirm positive drainage, or notify of stop work items ✓ Remove all organic/inorganic materials ✓ Install moisture barrier and seal joints and seams ✓ Verify flashing is installed ✓ Identify and locate moisture sources ✓ Report bulk moisture concerns Rough in Mechanical Ventilation Systems ✓ Uncrate equipment ✓ Remove old equipment ✓ Cut openings in building ✓ Install venting system and vent terminations ✓ Install, air seal, and insulate duct ✓ Identify when installation is complete Identify Mechanical Systems ✓ Identify electrical components ✓ Identify plumbing components ✓ Identify fuel system components ✓ Rough in openings in building ✓ Assist in installation of combustion vent system exhaust ✓ Clean/replace air filters Identify Combustion Appliance Safety Issues ✓ Identify primary safety issues – ambient CO (gas leaks, system drainage) ✓ Assist with interim combustion safety checks ✓ Assist with set-up for natural and worst-case depressurization ✓ Report findings Install Dense Pack Insulation ✓ Fine tune machine for application (density) ✓ Locate drill points ✓ Confirm building component integrity ✓ Get access to all building cavities, locate all horizontal blocks ✓ Check for hazards |
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Identify Combustion Appliance Safety Issues

- ✓ Combustion appliance exhaust venting systems
- ✓ Combustion appliance safety testing
- ✓ Draft testing basics
- ✓ Natural vs. worst-case conditions
- ✓ Safety protocols
- ✓ Use of tools
- ✓ Ventilation systems

Install Dense Pack Insulation

- ✓ Basic math skills
- ✓ Blower door testing
- ✓ Building structures
- ✓ Dense pack procedures
- ✓ Drill points
- ✓ Equipment
- ✓ Framing
- ✓ General carpentry
- ✓ Hazards
- ✓ How to probe
- ✓ Limitations of components
- ✓ Materials
- ✓ Smoke testing
- ✓ Strength of components
- ✓ Testing procedures
- ✓ Velocity of materials

Install windows and doors

- ✓ 1/16 inch accuracy
- ✓ Air
- ✓ Basic math skills
- ✓ Building techniques
- ✓ Building codes
- ✓ Building practices
- ✓ Building science
- ✓ Drainage planes
- ✓ EPA lead safety
- ✓ Fasteners
- ✓ Flashing techniques
- ✓ General carpentry
- ✓ Materials
- ✓ Pressures
- ✓ Quality installation
- ✓ Vapor barriers
- ✓ Window and door types

- ✓ Fill first cavity and confirm density stops air leakage
- ✓ Readjust machine
- ✓ Fill all cavities
- ✓ Compare material use to coverage required (bags consumed)
- ✓ Plug holes, patch weather barrier, put siding back, seal openings, caulk joints

Install windows and doors

- ✓ Install windows and doors
- ✓ Remove old windows and doors
- ✓ Check and install waterproofing, flashing
- ✓ Install air barrier and ensure drainage
- ✓ Verify air tightness and drainage

Identify electrical installation needs (fans, et)

- ✓ Resolve hazards
- ✓ Seal penetrations and replace insulation

Identify plumbing penetrations

- ✓ Remove old equipment
- ✓ Resolve hazards
- ✓ Seal penetrations and replace insulation
- ✓ Check for drafts
- ✓ Install simple efficiency measures (low flow fixtures, pipe wrap insulation)

Identify/install roofing and flashing installation needs

- ✓ Identify leak sources
- ✓ Repair leak sources
- ✓ Remove roofing system
- ✓ Insulate roof deck
- ✓ Install attic ventilation
- ✓ Flash new penetrations

Clean as you go

- ✓ Return tools to central area
- ✓ Pick up material drops
- ✓ Return belongings
- ✓ Clean work area

Address deviations from work scope

- ✓ Identify deviations
- ✓ Report deviations
- ✓ Request direction for modified work scope
- ✓ Implement modified work scope

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Identify electrical installation needs (fans, etc)

- ✓ Appliance requirements
- ✓ Building codes
- ✓ Building science
- ✓ Clearances
- ✓ Efficiency
- ✓ Fire codes
- ✓ Local codes
- ✓ Manufacturer's specs
- ✓ Materials
- ✓ NEC
- ✓ Potential damage
- ✓ Trade-specific knowledge

Identify plumbing penetrations

- ✓ Asbestos
- ✓ Basic carpentry
- ✓ BPI combustion safety
- ✓ Building codes
- ✓ Building science
- ✓ Combustion clearances
- ✓ Domestic water heaters
- ✓ Drainage
- ✓ Fuel gas codes
- ✓ Gas fitting
- ✓ Gas fitting codes
- ✓ Gaskets
- ✓ Grading
- ✓ Interior finish
- ✓ Local hazards
- ✓ Manufacturer's specs
- ✓ Materials
- ✓ Pipe insulation
- ✓ Smooth wrench surfaces
- ✓ Tapes
- ✓ Temperature requirements
- ✓ Venting
- ✓ Vermin hazards

Identify/install roofing and flashing installation needs

- ✓ Building science
- ✓ Carpentry
- ✓ Clearance
- ✓ Debris control
- ✓ Drainage

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	<ul style="list-style-type: none"> ✓ Drainage plane ✓ Fall protection ✓ Fasteners ✓ Flashing ✓ General carpentry ✓ Gravity ✓ Local building codes ✓ Manufacturer’s specs ✓ Materials ✓ Math skills ✓ Product installations ✓ Roofing systems ✓ Tools Clean as you go ✓ Disposable materials ✓ Dust containment ✓ EPA lead safety ✓ Material MSDS ✓ Safety requirements ✓ Solvents ✓ Tool inventory ✓ Tool safety Address deviations from work scope ✓ Work scope
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Domain 6: Wrap up

Domain 6:	Wrap up		<ul style="list-style-type: none"> ✓ Basic math skills ✓ Manufacturer’s specifications ✓ Materials ✓ Solvents ✓ Tool safety ✓ Value of materials ✓ Disposal procedures ✓ EPA lead safety ✓ Hazardous materials ✓ Local codes ✓ Local facilities ✓ MSDS ✓ Safe lifting practices ✓ Safety procedures ✓ Work scope 		<ul style="list-style-type: none"> ✓ Inventory tools and materials used ✓ Clean tools and materials ✓ Store tools and materials ✓ Report lost or broken items ✓ Break down barriers ✓ Pick up protective barriers ✓ Contain hazardous materials ✓ Contain and dispose of materials and waste ✓ Dust, vacuum, mop, scrub, rake ✓ Restore occupant belongings ✓ Participate in final walk through inside and outside, including restoring mechanical systems ✓ Report to crew chief for final inspection ✓ Attend meetings
Task 1: Pick up tools and materials.					
Task 2: Clean up and close out.					
Task 3: Participate in crew debriefing (after action review, post construction job review).					
NEEDED TRAINING					
RATING					
<u>KNOWLEDGE</u>		<u>SKILLS</u>		<u>ABILITIES</u>	

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		<ul style="list-style-type: none">✓ Report deficient knowledge (more instruction for installer)✓ Report what went well and what went wrong✓ Discuss homeowner concerns, complaints, and complements✓ Offer additional safety suggestions
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RETROFIT INSTALLER/TECHNICIAN JTA	Names if Relevant																		
<p>How to Use This Form: Have workers rate their level of expertise in each of the task areas listed below.</p> <p>Use a scale of 1 – 10 where 10 indicates full proficiency and confidence they could pass a written and field exam on the topic and 1 equals no knowledge whatsoever.</p> <p>Average the self-evaluation scores to tailor trainings to prepare trainees for the HEP Retrofit Installer</p>	Potential Trainee A	Potential Trainee B	Potential Trainee C	Potential Trainee D	Potential Trainee E														AVERAGE
Domain I: Maintain Safety																			
Task 1: Follow work rules of jurisdiction having authority																			
Task 2: Handle materials/equipment according to manufacturer specifications																			
Task 3: Handle tools according to manufacturer specifications																			
Domain II: Prepare for the job (before arriving to job site)																			
Task 1: Attend training																			
Task 2: Gather materials and supplies																			
Task 3: Gather tools																			
Domain III: Prepare and maintain tools and materials on-site																			
Task 1: Set up tools																			
Task 2: Set up materials																			
Domain IV: Prepare and maintain job site																			
Task 1: Attend job safety meeting																			
Task 2: Implement safety protocol (rigging, ventilation, blocking)																			
Task 3: Use protective barriers (drop cloths)																			
Task 4: Report preexisting conditions (that are not in scope)																			
Task 5: Protect exterior environment																			
Domain V: Implement work scope																			
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Task 4: Clean as you go (organize)																			
Task 5: Address deviations from work scope																			
Domain VI: Wrap up																			
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Task 2: Clean up and close out																			
Task 3: Participate in crew debriefing (after action review, post construction job review)																			