

 <p style="text-align: center;">State of Ohio Weatherization Program Standards</p>	Section	<b>ADMINISTRATION</b>
	Subject	<b>Completed Unit</b>

*COMPLETED UNIT 111*

The definition and description of a completed unit applies in the case of all units weatherized in whole or in part with HWAP funds unless a waiver has been granted by the ODOD/OEE.

**applicability**  
111-1

The following list of procedures, retrofits and documentation must be accounted for (consistent with sections 106 and 112) before a dwelling unit can be reported as complete:

**required procedures, retrofits**  
111-2

All dwelling units shall have received an initial inspection/estimate by certified personnel;

**initial inspection**  
111-2.1

Note: Non-Grantee personnel may conduct a complete inspection/estimation provided it complies with the procedures and requirements of these standards. Prior written approval from ODOD/OEE is required when non-grantee personnel conduct or complete initial inspections/estimates. To the greatest extent practical, grantees shall seek and use information collected and documented by other energy conservation/efficiency programs.

Initial inspections/estimates shall be documented with a complete

**documentation**  
111-2.2

a. Data Collection Form; or

b. printout of the NEAT audit results; or

c. alternate energy audit form approved by DOE/ODOD/OEE;

All dwelling units shall have received the applicable required weatherization measures in accordance with the approved energy audit procedure, all applicable program regulations and policies, and these standards;

**measures**  
111-3

**final inspection  
required**  
111-4

All dwelling units shall have received a final inspection by grantee personnel.

**documentation**  
111-4.1

Final inspections shall be documented with the signature of the inspector and the date of the inspection on the Building Weatherization Report (BWR).

**final inspection  
ensures**  
111-4.2

Final inspections shall ensure the following:

a. All materials reported on the BWR and listed on the composite sheet, or other ODOD/OEE approved inspection/work order forms, are present on the dwelling units.

b. All weatherization measures performed or completed are safe and effective.

c. All weatherization measures identified by the approved energy audit procedure that are required and allowed by applicable program requirements have been accounted for or completed.

d. The customer/homeowner/authorized agent acknowledges and documents that all weatherization measures have been completed. Grantees shall not seek or gain customer/homeowner/authorized agent sign-off on the BWR before the unit passes final inspection.

e. All applicable final diagnostic tests have been performed prior to, or as a part of, the final inspection.

**file documentation**  
111-5

All dwelling units and multifamily buildings shall have complete client file documentation. Refer to HWAP Policies and Procedures Manual, Volume II, C.1 for file documentation requirements.