# ITC – Duct Installation

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project** | |  | **Job Number** | | |  | |
| **Level** | |  | **Area/Grid Ref.** | | |  | |
| **System** | |  | **QA Check Start Date** | | |  | |
| **Ref#** | **Criteria** | | | **Initial**  **X / ✓ / NA** | **Follow-up**  **X / ✓ / NA** | | **Comments** | |
|  | Storage area for all duct shall be clean, dry and exposure to dust minimized | | |  |  | |  | |
|  | Working area is clean and dry and protected from the elements | | |  |  | |  | |
|  | Internal surfaces of the uninsulated ductwork shall be wiped to remove excess dust. | | |  |  | |  | |
|  | Duct delivered to site has Plastic Protecting on all ends from duct and debris | | |  |  | |  | |
|  | Before Installation of individual sections of duct, each  piece is inspected and are free from all debris | | |  |  | |  | |
|  | Ductwork will be inspected after installation and cleaned/sealed where required | | |  |  | |  | |
|  | Open ends on completed ductwork and overnight work in  progress shall be sealed. | | |  |  | |  | |
|  | Duct Position as per IFC Drawings | | |  |  | |  | |
|  | Duct supports as per Australian Standards | | |  |  | |  | |
|  | Duct Hangers Cut Back | | |  |  | |  | |
|  | Spigots Installed and Open | | |  |  | |  | |
|  | Spigots Lagged | | |  |  | |  | |
|  | Duct Lagging – State whether Internal / External Insulation | | |  |  | |  | |
|  | VCDs Installed and Open | | |  |  | |  | |
|  | VCD shafts marked with blade position | | |  |  | |  | |
|  | VCDs Externally Lagged | | |  |  | |  | |
|  | VCD Open & Close Freely | | |  |  | |  | |
|  | Flexible Ductwork installed as per Australian Standards | | |  |  | |  | |
|  | Access Panels Installed as per IFC Drawings | | |  |  | |  | |
|  | Access Panel Access clear | | |  |  | |  | |
|  | Installation left Clean & Tidy | | |  |  | |  | |
| Notes | | | | | | | | |
|  | | | | | | | | |

## Sign Off/Acceptance

### VAE Representative

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Company** | **Position** | **Signature** | **Time/Date** |
|  |  |  |  |  |

### Client (or other)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Company** | **Position** | **Signature** | **Time/Date** |
|  |  |  |  |  |

A copy of this Inspection Test Checklist must be retained onsite.