Best Practice – Pre-Construction Walk-through

Date: Revised September 2016

Subject: Pre-Construction Walk-through (PCWT)

Problem or Question: Is there a way to make sure our contractor fully understands what weatherization must be done BEFORE they start work? Continual miscommunications are causing go-backs after final inspections that are frustrating both our Subrecipient staff and our contractors.

Discussion: First and most importantly, educate your contractors of WAP expectations; provide them with updated program guidance such as Standard Work Specifications Field Guide, and Weatherization Field Guides. Second, give your contractors detailed work orders, so they understand the required measures and exactly what needs to be performed. With those two pieces of information, the contractor should know where the work is to be done, and using the SWS etc, the contractor will understand the quality and standard for ordered work. A third step is to adopt PCWT processes that increase weatherization quality. The PCWT occurs after the whole house assessment has been done, reviewed for approval, work-order generated, and prior to releasing the job/work to the contractor. Basically, in a PCWT, a Subrecipient representative meets with a subcontractor representative on location to discuss the work to be done. The following events are part of a typical PCWT.

1. Introduction and homeowner meet and greet.
2. Discussion of the description of services. This is the scope of work as defined by the:
    a. House Map
    b. Listing of counter-air-infiltration measures (and any other house anomalies)
    c. Work Order list
3. Conduct a walkthrough of the entire property (attic to foundation) to compare the work-order to the actual house, confirm work required, and identify additional needs or repairs.
4. Discuss timeline for completing the work. Agree upon an objective date for completion.
5. Definitive hand-off of the unit and work-order from the agency to the contractor, who now has the approval to begin work on the unit.

NOTE: This is a time-intensive task, but so are final inspection failures and go-backs. It may be in your best interest to conduct PCWTs if work is consistently not performed to your expectations.

Recommendation Summary: If time allows, and because quality assurance is of the utmost importance, consider adopting PCWTs. PCWTs (especially when you have new contractors, contractors with new team leadership, or substandard performance) can provide the communication and common understanding necessary for effective weatherization measures to be installed properly.