Job Instruction Breakdown Sheet

Revision Date

1- ATTIC CRITICAL DETAIL: CHASE (SPRAY FOAM)

MATERIALS:

Backing Material

Support Material

Fasteners

Sealants

TOOLS:

DESIRED OUTCOME(S): 1) Air does not enter or exit the house through the chase.
2) Eliminate bending, sagging or movement.
3) Adhesion of sealants to all surfaces to be air sealed in order to stop the passage of air.

✖ **Makes or Breaks the Job** ✚ **Could Injure the Worker** √ **Makes the Job Easier**

	IMPORTANT STEPS	KEY STEPS		REASON
SAFETY	Before entering attic or cutting put on all personal protection equipment.	This is for your safety.	✚	SAFETY MEASURE to reduce the amount of dust particles you breathe, protect your eyes and hands.
JOB PREP	Measure size and cut backing material larger than opening in all directions.	If the backing material bends, sags, or moves when in place a support material must be used.	✖	To assure backing material does not fall into the opening, sag bend or move.
	If needed, cut support material.	Support material must not sag or bend when fastened.	✖	To support both backing and spray foam materials.
	Fasten any support material in place.	Do not use nails.	✖	Driving nails may crack ceiling finish in house.
BACKING MATERIAL	Install backing material.			
AIR SEALING	Spray foam.	1) Assure 100% of the edge and all penetrations are air sealed. 2) The finished foam seal must be rigid and completely covering the backing material.	✖	1) To provide good adhesion to the edges. 2) To assure foam and backing material does not fall into the opening nor will sag, bend, move or leak air.
FINAL	Check your work and record it on the Process Improvement form.	Be thorough, be the best critic of your work. Finding and fixing mistakes at the point of work saves the company money.	✖	Assures defect free work, customer success and supports your crew and company's commitment to quality.

Provide Feedback on Ways to Improve Process

Job Instruction Breakdown Sheet

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2- ATTIC CRITICAL DETAIL: DROPPED CEILING (SPRAY FOAM)

MATERIALS:

Backing Material

Support Material

Fasteners

Sealants

TOOLS:

DESIRED OUTCOME(S): 1) Air does not enter or exit the house through the dropped ceiling.
2) Eliminate bending, sagging or movement.
3) Adhesion of sealants to all surfaces to be air sealed in order to stop the passage of air.

✖ **Makes or Breaks the Job** ✚ **Could Injure the Worker** √ **Makes the Job Easier**

	IMPORTANT STEPS	KEY STEPS		REASON
SAFETY	Before entering attic or cutting put on all personal protection equipment.	This is for your safety.	✚	SAFETY MEASURE to reduce the amount of dust particles you breathe, protect your eyes and hands.
JOB PREP	Measure size and cut backing material larger than opening in all directions.	If the backing material bends, sags, or moves when in place a support material must be used.	✖	To assure backing material does not fall into the opening, sag bend or move.
	If needed, cut support material.	Support material must not sag or bend when fastened.	✖	To support both backing and spray foam materials.
	Fasten any support material in place.	Do not use nails.	✖	Driving nails may crack ceiling finish in house.
BACKING MATERIAL	Install backing material.			
AIR SEALING	Spray foam.	1) Assure 100% of the edge and all penetrations are air sealed. 2) The finished foam seal must be rigid and completely covering the backing material.	✖	1) To provide good adhesion to the edges. 2) To assure foam and backing material does not fall into the opening nor will sag, bend, move or leak air.
FINAL	Check your work and record it on the Process Improvement form.	Be thorough, be the best critic of your work. Finding and fixing mistakes at the point of work saves the company money.	✖	Assures defect free work, customer success and supports your crew and company's commitment to quality.

Provide Feedback on Ways to Improve Process

Job Instruction Breakdown Sheet

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3- ATTIC CRITICAL DETAIL: SOFFIT, FURRED-DOWN OR BULKHEAD (SPRAY FOAM)

MATERIALS:

Backing Material

Support Material

Fasteners

Sealants

TOOLS:

DESIRED OUTCOME(S): 1) Air does not enter or exit the house through the soffit, furred-down or bulkhead. 2) Eliminate bending, sagging or movement.
3) Adhesion of sealants to all surfaces to be air sealed in order to stop the passage of air.

✖ **Makes or Breaks the Job** ✚ **Could Injure the Worker** √ **Makes the Job Easier**

	IMPORTANT STEPS	KEY STEPS		REASON
SAFETY	Before entering attic or cutting put on all personal protection equipment.	This is for your safety.	✚	SAFETY MEASURE to reduce the amount of dust particles you breathe, protect your eyes and hands.
JOB PREP	Measure size and cut backing material larger than opening in all directions.	If the backing material bends, sags, or moves when in place a support material must be used.	✖	To assure backing material does not fall into the opening, sag bend or move.
	If needed, cut support material.	Support material must not sag or bend when fastened.	✖	To support both backing and spray foam materials.
	Fasten any support material in place.	Do not use nails.	✖	Driving nails may crack ceiling finish in house.
BACKING MATERIAL	Install backing material.			
AIR SEALING	Spray foam.	1) Assure 100% of the edge and all penetrations are air sealed. 2) The finished foam seal must be rigid and completely covering the backing material.	✖	1) To provide good adhesion to the edges. 2) To assure foam and backing material does not fall into the opening nor will sag, bend, move or leak air.
FINAL	Check your work and record it on the Process Improvement form.	Be thorough, be the best critic of your work. Finding and fixing mistakes at the point of work saves the company money.	✖	Assures defect free work, customer success and supports your crew and company's commitment to quality.

Provide Feedback on Ways to Improve Process

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4- ATTIC CRITICAL DETAIL: OPEN STAIRWELL (SPRAY FOAM)

MATERIALS:

Backing Material

Support Material

Fasteners

Sealants

TOOLS:

DESIRED OUTCOME(S): 1) Air does not enter or exit the house through the open stairwell.
2) Eliminate bending, sagging or movement.
3) Adhesion of sealants to all surfaces to be air sealed in order to stop the passage of air.

✖ **Makes or Breaks the Job** ✚ **Could Injure the Worker** √ **Makes the Job Easier**

	IMPORTANT STEPS	KEY STEPS		REASON
SAFETY	Before entering attic or cutting put on all personal protection equipment.	This is for your safety.	✚	SAFETY MEASURE to reduce the amount of dust particles you breathe, protect your eyes and hands.
JOB PREP	Measure size and cut backing material larger than opening in all directions.	If the backing material bends, sags, or moves when in place a support material must be used.	✖	To assure backing material does not fall into the opening, sag bend or move.
	If needed, cut support material.	Support material must not sag or bend when fastened.	✖	To support both backing and spray foam materials.
	Fasten any support material in place.	Do not use nails.	✖	Driving nails may crack ceiling finish in house.
BACKING MATERIAL	Install backing material.			
AIR SEALING	Spray foam.	1) Assure 100% of the edge and all penetrations are air sealed. 2) The finished foam seal must be rigid and completely covering the backing material.	✖	1) To provide good adhesion to the edges. 2) To assure foam and backing material does not fall into the opening nor will sag, bend, move or leak air.
FINAL	Check your work and record it on the Process Improvement form.	Be thorough, be the best critic of your work. Finding and fixing mistakes at the point of work saves the company money.	✖	Assures defect free work, customer success and supports your crew and company's commitment to quality.

Provide Feedback on Ways to Improve Process

Job Instruction Breakdown Sheet

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5 - ATTIC CRITICAL DETAIL: OPEN WALL CAVITY (SPRAY FOAM)

MATERIALS:

Backing Material

Support Material

Fasteners

Sealants

TOOLS:

DESIRED OUTCOME(S): 1) Air does not enter or exit the house through the open wall cavity.
2) Eliminate bending, sagging or movement.
3) Adhesion of sealants to all surfaces to be air sealed in order to stop the passage of air.

✖ **Makes or Breaks the Job** ✚ **Could Injure the Worker** √ **Makes the Job Easier**

	IMPORTANT STEPS	KEY STEPS		REASON
SAFETY	Before entering attic or cutting put on all personal protection equipment.	This is for your safety.	✚	SAFETY MEASURE to reduce the amount of dust particles you breathe, protect your eyes and hands.
JOB PREP	Measure size and cut backing material larger than opening in all directions.			
BACKING MATERIAL	Install backing material.			
AIR SEALING	Spray foam.	1) Assure 100% of the edge and all penetrations are air sealed. 2) The finished foam seal must be rigid and completely covering the backing material.	✖	1) To provide good adhesion to the edges. 2) To assure foam and backing material does not fall into the opening nor will sag, bend, move or leak air.
FINAL	Check your work and record it on the Process Improvement form.	Be thorough, be the best critic of your work. Finding and fixing mistakes at the point of work saves the company money.	✖	Assures defect free work, customer success and supports your crew and company's commitment to quality.

Provide Feedback on Ways to Improve Process

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6 - ATTIC CRITICAL DETAIL: OPEN FLOOR SYSTEM (SPRAY FOAM)

MATERIALS:

Backing Material

Support Material

Fasteners

Sealants

TOOLS:

DESIRED OUTCOME(S): 1) Air does not enter or exit the house through the open floor system.
2) Eliminate bending, sagging or movement.
3) Adhesion of sealants to all surfaces to be air sealed in order to stop the passage of air.

✖ **Makes or Breaks the Job** ✚ **Could Injure the Worker** √ **Makes the Job Easier**

	IMPORTANT STEPS	KEY STEPS		REASON
SAFETY	Before entering attic or cutting put on all personal protection equipment.	This is for your safety.	✚	SAFETY MEASURE to reduce the amount of dust particles you breathe, protect your eyes and hands.
JOB PREP	Measure size and cut backing material larger than opening in all directions.	If the backing material bends, sags, or moves when in place a support material must be used.	✖	To assure backing material does not fall into the opening, sag bend or move.
	If needed, cut support material.	Support material must not sag or bend when fastened.	✖	To support both backing and spray foam materials.
	Fasten any support material in place.	Do not use nails.	✖	Driving nails may crack ceiling finish in house.
BACKING MATERIAL	Install backing material.			
AIR SEALING	Spray foam.	1) Assure 100% of the edge and all penetrations are air sealed. 2) The finished foam seal must be rigid and completely covering the backing material.	✖	1) To provide good adhesion to the edges. 2) To assure foam and backing material does not fall into the opening nor will sag, bend, move or leak air.
FINAL	Check your work and record it on the Process Improvement form.	Be thorough, be the best critic of your work. Finding and fixing mistakes at the point of work saves the company money.	✖	Assures defect free work, customer success and supports your crew and company's commitment to quality.

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7 - ATTIC CRITICAL DETAIL: WALL TOP PLATE CRACKS, HOLES & PENETRATIONS (SPRAY FOAM)

MATERIALS:

Backing Material

Support Material

Fasteners

Sealants

TOOLS:

DESIRED OUTCOME(S):

1) Air does not enter or exit the house through wall top plate cracks, holes, and penetrations.

2) Adhesion of sealants to all surfaces to be air sealed in order to stop the passage of air.

✖ **Makes or Breaks the Job** ✚ **Could Injure the Worker** √ **Makes the Job Easier**

	IMPORTANT STEPS	KEY STEPS		REASON
SAFETY	Before entering attic or cutting put on all personal protection equipment.	This is for your safety.	✚	SAFETY MEASURE to reduce the amount of dust particles you breathe, protect your eyes and hands.
AIR SEALING	Spray foam.	1) Assure 100% of the edge and all penetrations are air sealed. 2) The finished foam sealed must be rigid and completely covering wall top plate cracks, holes and penetrations.	✖	1) To stop air leakage into and out of the wall. 2) To assure foam seal does not fall into the wall top plate cracks, holes, and penetrations nor will sag, bend, move or leak air.
FINAL	Check your work and record it on the Process Improvement form.	Be thorough, be the best critic of your work. Finding and fixing mistakes at the point of work saves the company money.	✖	Assures defect free work, customer success and supports your crew and company's commitment to quality.

Provide Feedback on Ways to Improve Process

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8 - ATTIC CRITICAL DETAIL: ADJACENT FRAMING PLATE CRACKS, HOLES & PENETRATIONS (SPRAY FOAM)

MATERIALS:

Backing Material

Support Material

Fasteners

Sealants

TOOLS:

DESIRED OUTCOME(S):

1) Air does not enter or exit the house through adjacent framing cracks, holes, and penetrations.

2) Adhesion of sealants to all surfaces to be air sealed in order to stop the passage of air.

✖ **Makes or Breaks the Job** ✚ **Could Injure the Worker** √ **Makes the Job Easier**

	IMPORTANT STEPS	KEY STEPS		REASON
SAFETY	Before entering attic or cutting put on all personal protection equipment.	This is for your safety.	✚	SAFETY MEASURE to reduce the amount of dust particles you breathe, protect your eyes and hands.
AIR SEALING	Spray foam.	1) Assure 100% of the edge and all penetrations are air sealed. 2) The finished foam sealed must be rigid and completely covering adjacent framing cracks, holes and penetrations.	✖	1) To stop air leakage into and out of the wall. 2) To assure foam seal does not fall into the adjacent cracks, holes, and penetrations nor will sag, bend, move or leak air.
FINAL	Check your work and record it on the Process Improvement form.	Be thorough, be the best critic of your work. Finding and fixing mistakes at the point of work saves the company money.	✖	Assures defect free work, customer success and supports your crew and company's commitment to quality.

Provide Feedback on Ways to Improve Process

Job Instruction Breakdown Sheet

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9 - ATTIC CRITICAL DETAIL: PLUMBING, WIRING, NON-COMBUSTION VENTING & DUCTING PENETRATIONS (SPRAY FOAM)

MATERIALS:

Backing Material

Support Material

Fasteners

Sealants

TOOLS:

DESIRED OUTCOME(S): 1) Air does not enter or exit the house through plumbing, wiring, non-combustion venting, and ducting penetrations.
2) Adhesion of sealants to all surfaces to be air sealed in order to stop the passage of air.

✖ **Makes or Breaks the Job** ✚ **Could Injure the Worker** √ **Makes the Job Easier**

	IMPORTANT STEPS	KEY STEPS		REASON
SAFETY	Before entering attic or cutting put on all personal protection equipment.	This is for your safety.	✚	SAFETY MEASURE to reduce the amount of dust particles you breathe, protect your eyes and hands.
AIR SEALING	Spray foam.	1) Assure 100% of the edge and all penetrations are air sealed. 2) The finished foam sealed must be rigid and completely covering plumbing, wiring, non-combustion venting & ducting penetrations.	✖	1) To stop air leakage into and out of the wall. 2) To assure foam seal does not fall into the plumbing, wiring, non-combustion venting & ducting penetrations nor will sag, bend, move or leak air.
FINAL	Check your work and record it on the Process Improvement form.	Be thorough, be the best critic of your work. Finding and fixing mistakes at the point of work saves the company money.	✖	Assures defect free work, customer success and supports your crew and company's commitment to quality.

Provide Feedback on Ways to Improve Process

Job Instruction Breakdown Sheet

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11 - ATTIC CRITICAL DETAIL: ATTIC ACCESS HATCHES & DOORS

MATERIALS:

Air Barrier

Support Material

Fasteners

Sealants

TOOLS:

DESIRED OUTCOME(S): 1) Air does not enter or exit the house through attic access hatches and doors. 2) Adhesion of sealants to all surfaces to be air sealed in order to stop the passage of air. 3) All sealants and weather-stripping will stop the passage of air.

✖ **Makes or Breaks the Job** ✚ **Could Injure the Worker** √ **Makes the Job Easier**

	IMPORTANT STEPS	KEY POINTS		REASON
SAFETY	Before entering attic or cutting put on all personal protection equipment.	This is for your safety.	✚	SAFETY MEASURE to reduce the amount of dust particles you breathe, protect your eyes and hands.
AIR SEALING	Air seal **ALL** edges and penetrations around attic access hatches and doors.	Assure 100% of the edge and all penetrations are air sealed with sealants.	✖	To stop air leakage into and out of attic.
WEATHER-STRIP	Weather-strip access hatches and doors.			
FINAL	Check your work and record it on the Process Improvement form.	Be thorough, be the best critic of your work. Finding and fixing mistakes at the point of work saves the company money.	✖	Assures defect free work, customer success and supports your crew and company's commitment to quality.

Provide Feedback on Ways to Improve Process

Job Instruction Breakdown Sheet

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10 - ATTIC CRITICAL DETAIL: INTERIOR FINISH PENETRATIONS (SPRAY FOAM)

MATERIALS:

Backing Material

Support Material

Fasteners

Sealants

TOOLS:

DESIRED OUTCOME(S):

1) Air does not enter or exit the house through interior finish penetrations.

2) Adhesion of sealants to all surfaces to be air sealed in order to stop the passage of air.

✖ **Makes or Breaks the Job** ✚ **Could Injure the Worker** √ **Makes the Job Easier**

	IMPORTANT STEPS	KEY STEPS		REASON
SAFETY	Before entering attic or cutting put on all personal protection equipment.	This is for your safety.	✚	SAFETY MEASURE to reduce the amount of dust particles you breathe, protect your eyes and hands.
AIR SEALING	Spray foam.	1) Assure 100% of the edge and all penetrations are air sealed. 2) The finished foam sealed must be rigid and completely covering interior finish penetrations.	✖	1) To stop air leakage into and out of the wall. 2) To assure foam seal does not fall into the interior finish penetrations nor will sag, bend, move or leak air.
FINAL	Check your work and record it on the Process Improvement form.	Be thorough, be the best critic of your work. Finding and fixing mistakes at the point of work saves the company money.	✖	Assures defect free work, customer success and supports your crew and company's commitment to quality.

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12 - ATTIC CRITICAL DETAIL: FIRE RATED WALL & FLOOR PENETRATIONS

MATERIALS:

Air Barrier

Support Material

Fasteners

Sealants

TOOLS:

DESIRED OUTCOME(S): 1) Air does not enter or exit the house through fire rated wall and floor penetrations. 2) Reduce the spread of fire and smoke. 3)Reduce the occurrence of fire due the closeness of air barrier system and a combustion source. 4) Eliminate bending, sagging or movement that may result in air leakage. 5) Eliminate cracking of ceiling materials and nail pops that may result in additional air leakage 6) Adhesion of the sealant to all surfaces to be sealed in order to stop the passage of air.

✖ **Makes or Breaks the Job** ✚ **Could Injure the Worker** √ **Makes the Job Easier**

	IMPORTANT STEPS	KEY POINTS		REASON
SAFETY	Before entering attic or cutting put on all personal protection equipment.	This is for your safety.	✚	SAFETY MEASURE to reduce the amount of dust particles you breathe, protect your eyes and hands.
AIR SEALING	Air seal **ALL** penetrations through fire rated walls and floors	Assure 100% of the edge and all penetrations are air sealed with fire rated sealants.	✖	To stop air leakage into and out of fire rated walls or floors.
FINAL	Check your work and record it on the Process Improvement form.	Be thorough, be the best critic of your work. Finding and fixing mistakes at the point of work saves the company money.	✖	Assures defect free work, customer success and supports your crew and company's commitment to quality.

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13 - ATTIC CRITICAL DETAIL: FLUE, COMBUSTION VENTS & CHIMNEYS

MATERIALS:

Air Barrier

Support Material

Fasteners

Sealants

TOOLS:

DESIRED OUTCOME(S): 1) A fire safe air barrier that stops the passage of air into or out of the house through flue, combustion vents and chimneys. 2) Reduce the occurrence of fire due the closeness of air barrier system and a combustion source. 3) Eliminate bending, sagging or movement that may result in air leakage. 4) Eliminate cracking of ceiling materials and nail pops that may result in additional air leakage 5) Adhesion of the sealant to all surfaces to be sealed in order to stop the passage of air.

✖ **Makes or Breaks the Job** ✚ **Could Injure the Worker** √ **Makes the Job Easier**

	IMPORTANT STEPS	KEY POINTS		REASON
SAFETY	Before entering attic or cutting put on all personal protection equipment.	This is for your safety.	✚	SAFETY MEASURE to reduce the amount of dust particles you breathe, protect your eyes and hands.
JOB PREP	Measure distance of hole and allow for overlap for fastening.			
	Cut metal flashing material.			
AIR BARRIER	Fasten metal flashing material.	**DO NOT USE NAILS.**	✖	Driving nails may crack ceiling finish in house.
AIR SEALING	Air seal **ALL** edges and penetrations.	Assure 100% of the edge and all penetrations are air sealed with fire rated sealants.	✖	To stop air leakage into and out of these sites.
FINAL	Check your work and record it on the Process Improvement form.	Be thorough, be the best critic of your work. Finding and fixing mistakes at the point of work saves the company money.	✖	Assures defect free work, customer success and supports your crew and company's commitment to quality.

Provide Feedback on Ways to Improve Process