



ClimateCare HVAC Services, LLC

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Subcontractor Installation & Quality Requirements

For HVAC and Ductwork Projects – Issued by ClimateCare HVAC Services, LLC

Below is a comprehensive quality requirement list that subcontractors are expected to follow. These ensure the installed HVAC systems perform to standards in airflow, energy efficiency, durability, and compliance with building codes and industry best practices (e.g., SMACNA, ASHRAE, NFPA).

1. Prequalification Process

- Submit the following documentation:
 - Business license, W-9, Certificate of Insurance (COI)
 - Relevant HVAC licenses and certifications (e.g., SMACNA, NADCA)
 - Signed ClimateCare subcontractor agreement
 - Shop drawings: duct routing, sizes, fittings, supports, and trade coordination
 - Product data and material specifications (duct material, insulation, sealants, hangers, etc.)
 - Welding and brazing procedures (if applicable)
 - QA/QC plan and work schedule

2. Jobsite Etiquette

- **Arrival:** Be on-site at the designated time and date.
- **Appearance:** Wear professional attire—pants (no shorts), protective gear as required.
- **Conduct:**
 - No smoking on-site except in designated areas.
 - No foul language.
 - Maintain professional behavior.
- **Cleanliness:**
 - Clean up daily; trash must not accumulate.
 - Subcontractor will bear costs for any cleanup performed by others due to noncompliance.
- **Parking:**
 - Park only in designated areas.
 - Do **not** block driveways, neighbors, or park on lawns.
 - ClimateCare is not responsible for fines.
 - No trash left where vehicles are parked.

3. Invoicing & Payment Terms

- Email all invoices to: ap@climatecareservices.com
 - ClimateCare will pay within 5 business days of receiving payment from the general contractor.
 - Invoice must include:
 - Job name and address
 - Total amount due, and any remaining balance
 - Final payment released after full job completion and confirmation of no back charges or workmanship issues.
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4. Labor Warranty

- **Standard:** 1-year warranty on labor and workmanship
 - **Montgomery County:** 2-year warranty per local code
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5. Material Standards

- Duct materials must meet or exceed:
 - SMACNA, ASHRAE, ASTM, and project specifications
 - UL-listed fire-rated standards where applicable
 - Insulation:
 - Must meet local energy code
 - Fire-rated (ASTM E84 or equivalent)
 - Approved sealants/gaskets must comply with pressure class specs
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6. Material & Fabrication Requirements

- Minimum 28-gauge galvanized steel or as per specs
 - Use approved insulation types and thickness for acoustic and thermal performance
 - Factory-insulated duct must be damage-free and bonded
 - Ducts labeled for system and airflow direction
 - Fabricate per **SMACNA HVAC Duct Construction Standards** (based on pressure class)
 - Seal seams and joints to leakage class (e.g., Class A, B, or C)
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7. Installation Requirements

- Match ClimateCare drawings and MEP plans
- Hangers/supports installed per SMACNA and local code (every 5' or per spec)
- Allow access to dampers, sensors, equipment
- Install fire dampers per NFPA and code
- Maintain clearance from other trades and structures
- Use approved firestop/smoke-seal at penetrations

8. Quality Requirements

- Minimum duct gauge: **28**
- Support ducts every 5' or per code
- Adhere strictly to ClimateCare duct layouts and sizes
- Insulation:
 - Minimum **R-8** unless otherwise noted
 - All joints sealed per code and drawings
- **Flex duct:**
 - Must be taut, straight, not overlapping, clean installation
 - Supported per code
- **Bubble wrap:** to be taped and mastic sealed on all joints

Line Sets

- Supplied by ClimateCare; installed by subcontractor
- Final brazing and pressure/leak testing by ClimateCare
- Install using benders (no hand bending); support every 4'
- Use nailer plates when penetrating joists
- Do not run line sets within 3" of roofline, or at a distance where a construction nail could penetrate
- Line sets run on vertical exterior and interior walls to be located in center of stud bay
- Seal and braze both ends (no tape or caps)
- Run straight lines, neat appearance, take pride in your work
- Consult CC foreman on routing prior to install

Drain Lines

- Primer and glue required—**no dry fittings**
- Slope: $\frac{1}{4}$ " per foot
- Support every 4'; use nailer plates
- Terminate per ClimateCare foreman direction
- Schedule 40 PVC minimum for all drain lines
- Exterior stubs: minimum 6" exposed
- Final indoor/outdoor connections by ClimateCare

Flue Pipe

- PVC flue pipe supplied by ClimateCare
- Slope: $\frac{1}{4}$ " per foot back to indoor unit
- Insulate with $\frac{1}{2}$ " wall minimum insulation in unconditioned spaces
- Schedule 40/80 PVC minimum (depending on local code)
- Support every 4' or per code
- Prime and glue all joints—**no dry fittings**
- Final terminations installed by ClimateCare

Equipment Setting

- Sub installs **indoor** unit (furnace or air handler) only
 - Unit must sit in a drain pan with supports underneath
 - Must be level, with proper clearance
 - **Outdoor units** set by ClimateCare
 - Coordinate unit location/hanging with CC foreman
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9. Technical Qualifications

- Must show experience with similar-sized projects (residential, commercial, industrial)
 - Provide past project references and portfolios as requested
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10. Testing & Inspection

- Visual inspection:
 - Cleanliness, alignment, insulation integrity
 - Dampers:
 - Installed correctly, labeled, freely moving, and accessible
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11. Cleanliness

- Seal/cap ductwork during construction to avoid contamination
 - Remove all trash and debris daily from work areas
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12. Safety Compliance

- Follow all OSHA standards and site-specific safety rules
 - Use PPE, fall protection, and lift equipment where required
 - Brazing of refrigerant lines:
 - Nitrogen must be purged during brazing
 - Follow ACCA and OSHA standards
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13. Documentation & Closeout

- Complete all punch list and inspection items promptly
 - Provide warranty documentation for materials and labor
 - Submit O&M manuals for dampers, VAVs, or special equipment
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14. Coordination

- Report any layout/design conflicts immediately to ClimateCare foreman
- Participate in duct layout or BIM coordination (if required)
- Attend MEP coordination meetings (if required)
- Work closely with GC and other trades to resolve conflicts

Please visit our website at: www.climatecareservices.com