

Air Systems

Walkthrough & scope worksheet

Define the review area and open questions before requesting a proposal.

Property _____ Town _____

Date _____ Prepared by _____

01 Systems to include

- | | |
|---|---|
| ☐ Unit dryer vents | ☐ Common-laundry exhaust |
| ☐ Bathroom exhaust | ☐ Selected HVAC (only if agreed) |

02 Approximate scope & existing records

Buildings in scope: _____ of _____ total

Dwelling units in scope: _____ of _____ total

Unit dryer vents: _____ systems

Common-laundry exhaust: _____ systems

Bathroom exhaust: _____ systems

Selected HVAC: _____ systems

Count systems in scope, not outlets. Leave unknown counts blank.

Inventory available? ☐ Yes ☐ Partial ☐ No ☐ Unknown

Drawings / lists / prior records _____

03 Access & resident-notice coordination

Access / notice coordinator _____

Access needs, notice timing or constraints:

04 Observed concerns & practical notes

- | | | |
|---|--|----------------------------------|
| ☐ Reported / visible concern | ☐ None observed | ☐ Unknown |
|---|--|----------------------------------|

Concern, location or useful detail (do not diagnose):

Practical notes:

Planning aid only - not an inspection/certification, diagnosis, quote or work authorization.

Not an engineering or legal checklist. Observe only from authorized, safely accessible areas. Do not enter restricted or roof spaces, or open systems, for this worksheet.

Compare the proposed scope

Put the same questions to each provider.

Record what is included; leave unconfirmed items blank. No prices are supplied here.

Property _____ Date _____

Confirm in writing	Provider A: _____	Provider B: _____
Exact included buildings & components	_____ _____	_____ _____
Exclusions & inaccessible areas	_____ _____	_____ _____
Access & resident-notice responsibilities	_____ _____	_____ _____
Methods & area protection	_____ _____	_____ _____
Separately scoped diagnosis / repairs	_____ _____	_____ _____
Schedule; weather / access contingencies	_____ _____	_____ _____
Completion records & follow-up	_____ _____	_____ _____
Pricing basis & change approvals	_____ _____	_____ _____

Agreed next questions

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