WARM: Low Energy Building Practice

Passive House Certifier
Passive House Institute accredited

Passivhaus Site Checklist & Site Supervisor Declaration

Site	
Building	
Date Commenced	

Site Supervisor Name *(usually site manager)*	Initials

If other people are going to use and sign this checklist their names/initials can be entered below.

Name	Initials

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Notes

The checklist is ordered in the general build sequence, with some items appearing more than once where they occur more than once during the build.

This checklist is intended to be used by the Site Supervisor, in conjunction with the supporting documentation and other materials provided. The checklist includes the Site Supervisor's Declaration which is required for Passivhaus certification.

Summary of contents

1 Building Shell
This section refers to the building heated envelope construction

2 Airtightness: Building Shell
This refers to the initial airtight sealing of the building, prior to the initial airtest.

An **airtest** at this point confirms that the building envelope has been constructed and made airtight successfully, and allows for remedial works to be undertaken.

3 Airtightness: Services Penetrations
Once the envelope airtightness has been confirmed services penetrations can be made.

An **airtest** at this point, once all penetrations have been made and sealed, provides for testing of the airtightness of services penetrations and lets the build proceed with confidence.

4 Fitting out

- Internal finishes, fixtures and fittings
- MVHR installation and commissioning
- DHW installation and commissioning

The final **airtest** is carried out as near practical completion as is possible. This is the airtest which is used for Passivhaus certification.

6 Site Supervisor declaration
This document is required for Passivhaus certification.

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1 Building Shell

	Item	Tick	Initials/Date
1.1	Have the correct insulation products been used in all areas? List the main insulation types here:		
1.2	Have you got proof of the specification of what was delivered and used (either on delivery notes or in pictures)?		
1.3	Are you aware of the details which are critical to avoid thermal bridging? List the critical details here:		
1.4	No bypassing of the insulation: Have you checked that there are no gaps larger than 3mm behind or in front of insulation, or between panels?		
1.5	No thermal bridging introduced: have you checked that there are no materials bridging the insulation which aren't present on the construction drawings?		
1.6	Windows and doors: Do you have delivery notes and photographic evidence which show the specification of what's been fitted?		
1.7	Has the building shell been constructed as designed?		
1.8	If not: please note any differences here		

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2 Airtightness: Building Shell

	Item	Tick	Initials/Date
2.1	Are all surfaces clean and dry before tapes or adhesives applied?		
2.2	Have the right products been used, according to the specification?		
2.3	Is the temperature within the manufacturers limits for tapes/adhesives?		
2.4	Is the membrane intact, with no holes or tears?		
2.5	Are all joints taped, with tape securely pressed into place?		
2.6	If battens are fixed at this stage, are they securely fixed with screws?		
2.7	Are the wall to window junctions sealed neatly and correctly?		
2.8	Has the airtightness been implemented as designed?		
2.9	If not: please note any differences here		

3 Airtightness: Services Penetrations

	Item	Tick	Initials/Date
3.1	List of penetrations:		
3.2	Are the correct grommets used?		
3.3	Have they been used correctly?		
3.4	Has the airtightness for penetrations been implemented as designed?		
3.5	If not: please note any differences here		
	MVHR ductwork		
3.6	Are the two ducts which pass through the outside wall: • Insulated and taped vapour tight across their whole surface (including the duct/wall junction) • in a way that will stop air reaching the duct surface • insulation passing all the way through the wall construction?		
3.7	Have the ducts through the external walls been covered to prevent dust/debris entering them?		
3.8	Is there photographic evidence of the duct insulation and the duct to wall junction (see drawing below)?		
	DHW pipework		
3.9	Where pipework will be hidden behind finishes, is the domestic hot water, district heating, or solar thermal hot water pipe work insulated to the same quality standard as the building insulation, including valves and elbows (i.e. no gaps >3mm etc)?		
	Is there photographic evidence of this?		

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4 Fitting out

	Item	Tick	Initials/Date
	Battens		
4.1	Where battens are attached through the airtight membrane, is this done with screws, and are they firmly fixed down?		
	Plasterboard		
4.2	Has the plasterboard been fixed using appropriate fixings, and only through battens, not where loose membrane can be tugged by the screws?		
	Fixtures and Fittings		
4.3	Have these been fixed with appropriate fixings?		
4.4	Are items only fixed through to battens, not where a loose membrane can be tugged/torn by the screws?		

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	Item	Tick	Initials/Date
	MVHR Installation and commissioning		
4.5	Are the two ducts which connect the MVHR to the ducts through the outside wall firmly and robustly connected at both ends?		
4.6	Are the two ducts which from the MVHR to the outside wall: • Insulated and taped vapour tight across their whole surface (including the duct/wall junction). • in a way that will stop air reaching the duct surface insulation passing all the way through the wall construction? • Record type and thickness of insulation used.		
4.7	Is air is being supplied or extracted from a grille in every room?		
4.8	Are silencers fitted to at least the primary supply & extract ducts?		
4.9	Has all the ductwork Including supply and extract ducts to individual rooms) been protected during construction, and is it free from dust and debris?		
4.10	Has the unit been kept switched off during construction and is it free from dust and debris?		
4.11	Are the noise levels and volume flow rates stated on the commissioning report correct as demonstrated by the commissioning engineer to you?		
4.12	Has the ventilation commissioning been completed in accordance with the final protocol sheet? See "ventilation commissioning guidance and design worksheets" which can be downloaded from www.peterwarm.co.uk/resources/downloads Provide copy of final protocol sheet for each system.		
	DHW installation/Commissioning		
4.13	Is all exposed domestic, district heating, or other hot water circulation pipe work insulated to the same quality standard as the building insulation including valves and elbows (i.e. no gaps >3mm etc)?		
4.14	Can you confirm that time clocks and other controls are set up as stated in the commissioning engineers report?		

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6 Site Supervisor declaration

Site Supervisor Declaration for

Site	
Building	

The building named above has been constructed and commissioned in accordance with the plans and specifications provided, and
Delete as appropriate
Either:
there have been no changes to the design drawings and specifications on site.
Or:
the Site Supervisor's checklist above includes the following changes from the design drawings:

_____

_____

_____

_____

_____

Name	
Role	
Date	
Signature	

Notes
By signing this declaration the Site Supervisor (generally the site manager) is declaring that the building has been built in accordance with the design drawings. Where changes have been made on site these need to be documented and supporting evidence provided.