

WMF's Walkthrough Manual

From sign-in to a reviewed audit report. Follow the category order, enter the actual job information, review calculated values, attach clear photographs, then check the final report before sharing or printing.

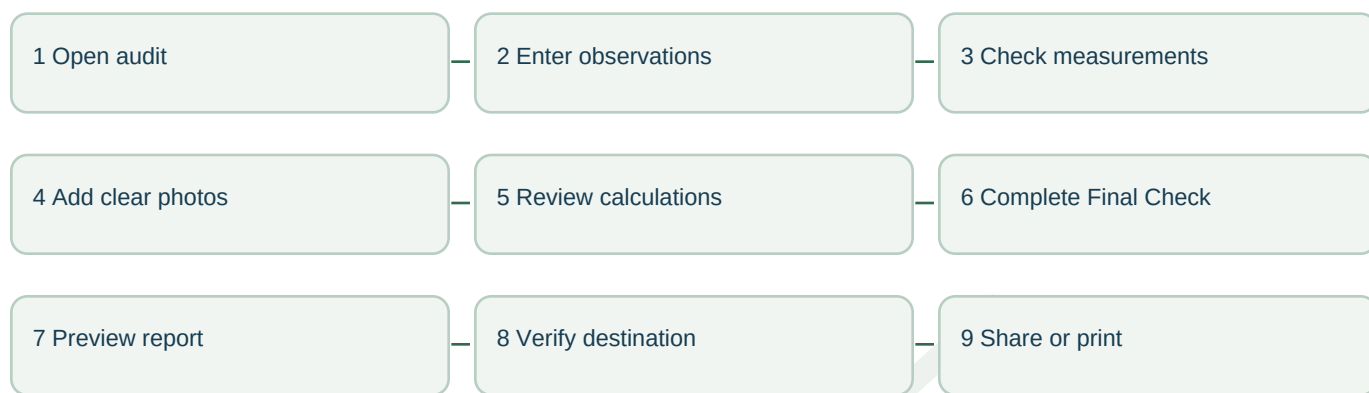
Scope: Energy Audits only. QCI, LVI, In-Process, Admin and Coordinator operating manuals are separate. This guide does not replace program requirements, equipment instructions or field-safety training.

How to use the illustrations: Numbered arrows identify tap targets. Before-and-after references show how the screens change as you enter information. Follow the captions in order, then continue to the next step.

Read the units: Inches, feet, square feet, linear feet, hours, pascals, CFM and R-values are not interchangeable. Check units before accepting a number.

Completion is not certification: A green group or 100% indicator means the app's entry requirements are satisfied. Review accuracy, safety findings and required physical checks separately.

A suggested order: Job Info / Client / Heating / CAZ / Basement / Health & Safety / Windows & Doors / Walls / Attic / Blower Door / Exterior / Diagram / Final Check / Reports.



Contents

FIND THE STEP YOU NEED

Open your enrolled tablet app	4
Choose how to begin an Energy Audit	5
Stay in the Energy Audits workflow	6
Name the new audit	7
Enter the auditor and select the date	8
Answer the job-program questions	9
Check the job and client identity	10
Choose the utilities for this job	11
Choose eligibility and building type	12
Check completion without losing your place	13
Enter numbers with the app's number pad	14
Use N/A on the intended field only	15
Read inches and the estimated R-value	16
Open a diagnostic field's help panel	17
Record client concerns	18
Document barriers and evaluations	19
Identify the heating system	20
Enter equipment identification	21
Record condition and distribution	22
Asbestos-related observations	23
Domestic hot water and cooling	24
Check all four equipment photographs	25
Begin combustion safety recording	26
Record the combustion-test appliance	27
Measure the basement or foundation	28
Basement door and duct controls	29
Foundation insulation and air sealing	30
Complete foundation measure rows	31
Sills and the remaining basement rows	32
Required photos and extra photo notes	33
Detectors and exhaust ventilation	34
Moisture barrier and sump entries	35

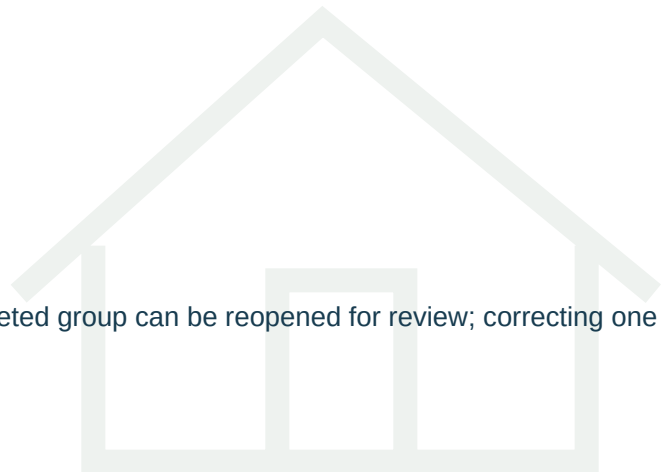


Contents continued

FIND THE STEP YOU NEED

Add and describe each window row	36
Add doors and select door measures	37
Enter heights before wall lengths	38
Complete all four wall directions	39
Check calculated wall totals	40
Attic vents, stairs and air sealing	41
Add an attic insulation area	42
Attic and knee-wall access openings	43
Roof vents: existing and added lengths	44
Slopes, gables and Mansard entries	45
Review the cellulose bag estimate	46
Record blower-door diagnostic readings	47
Red Calc and pressure-pan recording	48
Record exterior conditions	49
Attach each exterior direction separately	50
Open the house diagram	51
Choose drawing color and thickness	52
Read the diagram tools and example	53
Use Final Check before preparing reports	54
Review measures, notes, and quantity units	55
Preview the contractor work order	56
Choose the data-collection report	57
Choose additional work-order items	58
Inspect the labor-hours choices	59
Check the subject before sharing	60
Choose a destination, or cancel safely	61
Print or save a reviewed PDF	62
Review, reopen and correct	63
Terms and final handoff checklist	64
Before-and-after screenshot reference	65

Use the top category tabs to revisit a section. A completed group can be reopened for review; correcting one value does not mean starting a new audit.



Open your enrolled tablet app

GETTING STARTED

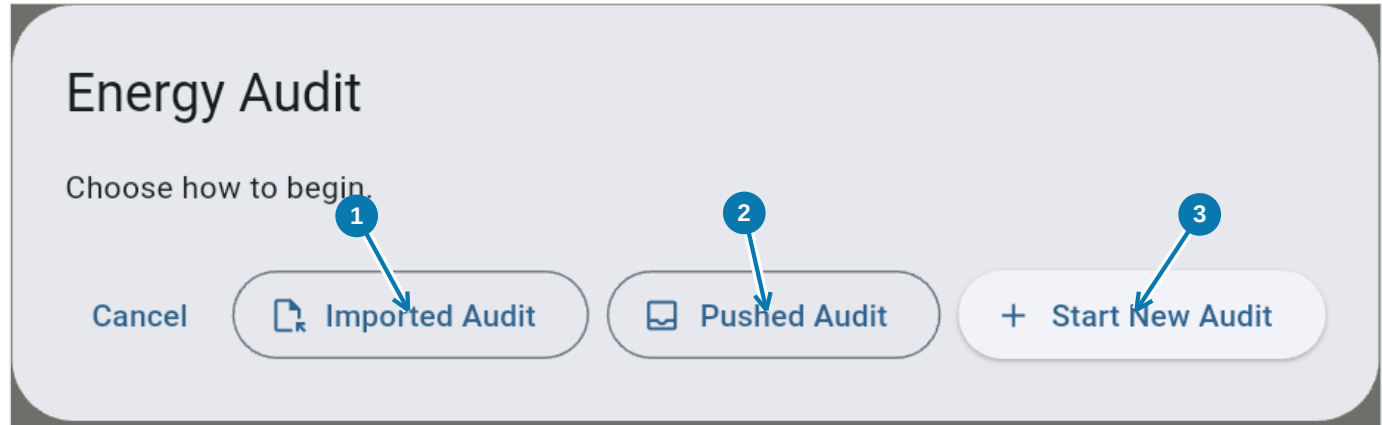
The screenshot shows the login interface for the WX Mobile Forms app. At the top is a lock icon. Below it is the title 'WX Mobile Forms'. The main instruction is 'Enter this device's six-digit code to open your audits'. There is a text input field labeled 'Six-digit code' with a blue arrow pointing to it from a callout '1'. Below the input field is a large blue button labeled 'Open app' with a blue arrow pointing to it from a callout '2'. At the bottom is a link with a key icon and the text 'Recover code with Admin Mac' with a blue arrow pointing to it from a callout '3'.

1. Tap Six-digit code and enter your own device code. The illustration is intentionally blank. Do not share your code or put it in screenshots.
2. Tap Open app. After sign-in completes, the audit list opens. Wait for that screen before tapping again.
3. If you cannot remember the code, Recover code with Admin Mac is the recovery entry point. Contact your administrator rather than trying another person's code.

Next: Choose the inspection workflow, then choose how to start the job.

Choose how to begin an Energy Audit

GETTING STARTED



From the Energy Audits list, tap the plus button to open this chooser. Cancel closes it without creating an audit.

1. Imported Audit opens a Coordinator job file (.wmfjob). It does not restore an exported report ZIP. Select the job file provided for your approved account.
2. Pushed Audit opens the assigned-job route. Check which job and unit you are receiving before opening it.
3. Start New Audit creates a blank audit for manual entry.

Next: For a blank record, choose Start New Audit and enter the audit title.

A screenshot of a mobile application interface titled "Start Audit". Below the title, it says "Give this audit a title before entering the category information." There is a text input field with the label "Audit Title" and the text "WMF Training House - Manual Walkthrough". Below the input field is a large orange button with the text "→ Next: Categories".

After Start New Audit: enter a recognizable title.

Stay in the Energy Audits workflow

GETTING STARTED



Select Energy Audits on the bottom tab bar. This entire manual covers that workflow only.

QCI Inspections, LVI Inspectors and In-Process Jobs are separate workflows and are not covered here. Switching tabs does not convert an audit into another inspection type.

Inside the audit, use the top category tabs or Next to move between Info, Heating, CAZ, Basement, Health & Safety, Windows & Doors, Walls, Attic, Blower Door, Exterior, Diagram and Final Check. Swipe the top strip to reach tabs that are off screen.

Next: In Energy Audits, choose Start New Audit.

Info Heating CAZ Basement Health & Safety Win/Doors Walls Attic Blower Door

Data collection progress 84% complete

Heating, DHW & AC

✓ HEATING SYSTEM
Complete · 17 of 17 fields filled

Heating system type

✓ FHW

FWA

Steam

Space Heater

ASHP

Other

Fuel type

✓ NG

Oil

LPG

If Other, explain

If Other, explain

Inside the audit: the category strip replaces the home workflow tabs.

Name the new audit

ENERGY AUDIT - STARTING A BLANK JOB

Start Audit

Give this audit a title before entering the category information.

The screenshot shows the 'Start Audit' screen. At the top, there's a header 'Start Audit'. Below it, a text prompt says 'Give this audit a title before entering the category information.' There is a text input field labeled 'Audit Title' containing the text 'WMF Training House - Manual Walkthrough'. A blue arrow with a circle containing the number '1' points to this input field. Below the input field is an orange button with the text '→ Next: Categories'. A blue arrow with a circle containing the number '2' points to this button.

1. Tap Audit Title and type a name you will recognize in the saved-audit list. Use a title that identifies the property and job.

The title identifies the saved record. It does not replace the separate Client Name, Job Number, Address, and City fields that you fill in next.

2. Tap Next: Categories. The app opens the audit categories. A keyboard may appear while entering the title; dismiss it when you are ready to use the next button.

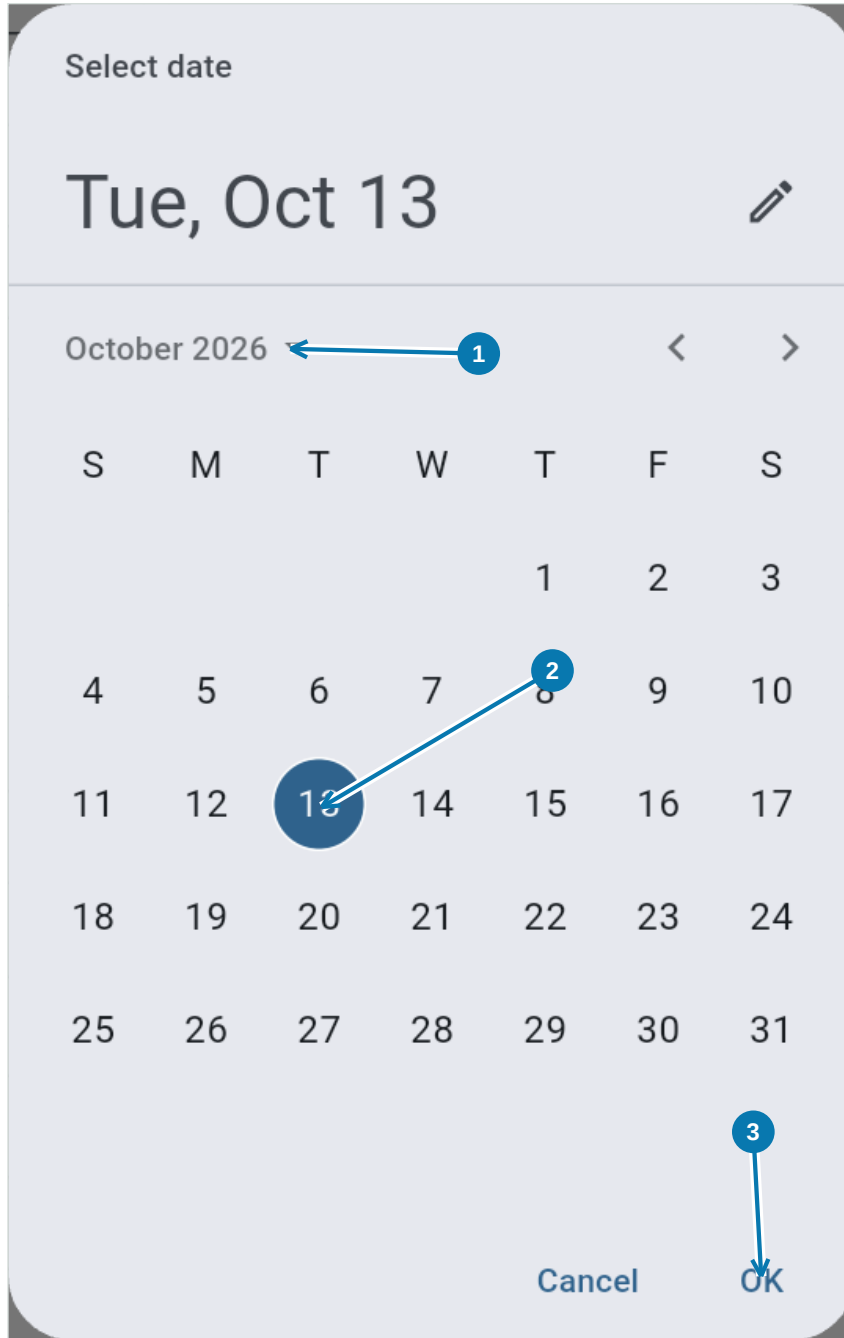
Next: Open Info and enter the auditor and audit date.

The screenshot shows the 'Job Info' screen. At the top, there's a header 'Job Info'. Below it, there's a red bar with the text 'JOB' and 'Required field needs attention · 1 of 8 requirements completed'. Below the red bar, there are six input fields arranged in three rows. The first row has 'Auditor *' with a value of 'Sample Inspector' and 'Audit date *' with a value of 'Select date'. The second row has 'DOE *' with a value of 'Select' and 'Prior Work *' with a value of 'Select'. The third row has 'AMP Needed *' with a value of 'Select' and 'Job # *' with a value of 'N/A'. Each field has a small 'N/A' button next to it.

Next: the auditor and job-information fields.

Enter the auditor and select the date

ENERGY AUDIT - JOB INFO



First, tap Auditor and enter the person performing the audit. Then tap Audit date to open this calendar.

1. Check the month and year. Use the left and right arrows to change month; the month/year heading opens the year choice.
2. Tap the day you need. The selected day is highlighted. Select the actual audit date.
3. Tap OK to apply the selection, or Cancel to leave without applying it. Recheck the date displayed in Job Info.

Next: Answer DOE, Prior Work, and AMP Needed using the assigned job information.

Answer the job-program questions

ENERGY AUDIT - JOB INFO

The screenshot shows a form titled 'ENERGY AUDIT - JOB INFO'. It contains several fields with red asterisks indicating they are required. The fields are: Auditor * (with a dropdown menu showing 'Sample Inspector'), Audit date * (with a text input '2026-10-13'), DOE * (with a dropdown menu showing 'Yes' and 'No'), Prior Work * (with a dropdown menu showing 'Select'), and Job # * (with a text input). Each field has a small 'N/A' button next to it. Two blue arrows with circular numbers point to the DOE and Prior Work dropdown menus. Arrow 1 points to the 'Yes' option in the DOE dropdown. Arrow 2 points to the 'Select' option in the Prior Work dropdown.

1. Open DOE and choose Yes or No. DOE refers to the Department of Energy program designation. Use the office's designation for this job; this selection is not a DOE approval of the app or inspection.

2. Open Prior Work and answer from the job record. Do not assume no earlier work simply because you are creating a new audit file.

Open AMP Needed and choose the assigned answer. If you do not know your program's use of AMP, confirm it with the coordinator before answering.

A red asterisk marks a required field. N/A means Not Applicable, not unknown. Do not use N/A just to make the completion indicator advance.

Next: Enter the job number and the client's identification details.

The screenshot shows the same form as before, but with the DOE dropdown menu open and 'Yes' selected. The Prior Work dropdown menu is also open and 'No' is selected. The Job # field is empty. The form has a red header bar that says 'Needs attention · 5 of 8 requirements completed'. The 'N/A' buttons are still present next to each field.

After selection: verify the saved program answers.

Check the job and client identity

ENERGY AUDIT - JOB INFO

The screenshot shows a form titled "ENERGY AUDIT - JOB INFO". It contains several input fields with red asterisks indicating required fields. The fields are: "AMP Needed *" with a dropdown menu showing "No"; "Job # *" with a text input field containing "WMF-MANUAL-001"; "Client Name *" with a text input field containing "WMF Training House"; and "Address *" with a text input field containing "100 Example Lane". There are also "N/A" labels next to the "AMP Needed", "Job #", "Client Name", and "Address" labels. Three blue callout boxes with numbers 1, 2, and 3 are present. Callout 1 points to the "Job #" field, callout 2 points to the "Client Name" field, and callout 3 points to the "Address" field.

1. Tap Job # and enter the exact identifier supplied by the office. Keep any letters, hyphens, and leading zeroes that belong to the identifier.
2. Tap Client Name and enter the correct name.
3. Enter the street address, including the unit when appropriate. Then fill City in its own field. This example uses 100 Example Lane, Springfield.

Read the fields back before continuing. A correctly spelled title alone does not ensure that the report's client and job fields are correct.

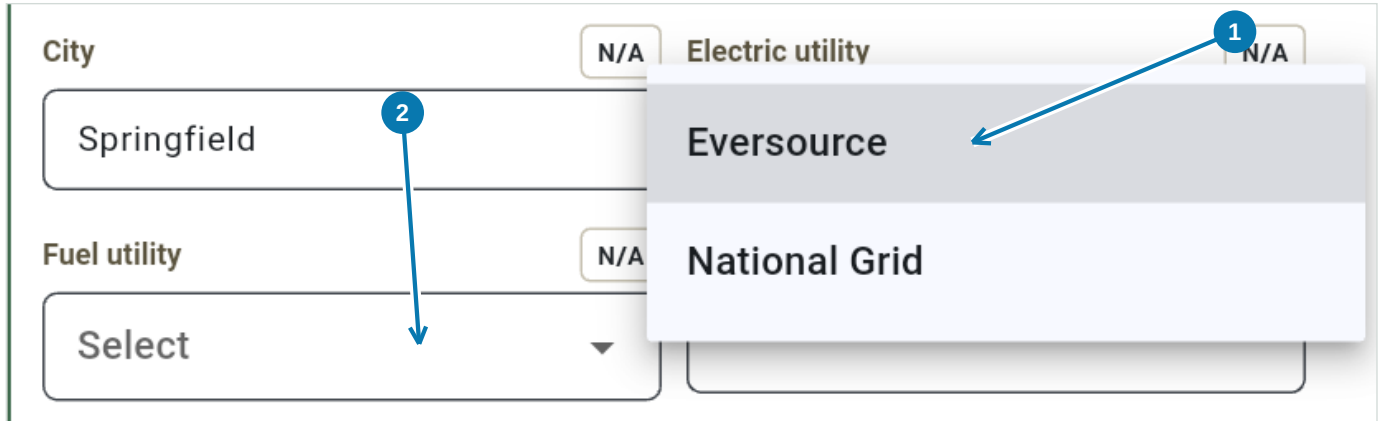
Next: Choose the electric and fuel utilities separately.

This screenshot shows a portion of the "ENERGY AUDIT - JOB INFO" form. It includes the "Job # *" field with the value "WMF-MANUAL-001" and the "Client Name *" field with the value "WMF Training House". Below these is the "Address *" field with the value "100 Example Lane". At the bottom, there is a section for "Electric utility" with a dropdown menu showing "Select". There are also "N/A" labels next to the "Job #", "Client Name", and "Electric utility" labels.

After entry: compare identity fields with the assigned job.

Choose the utilities for this job

ENERGY AUDIT - JOB INFO



City N/A Electric utility N/A

Springfield

Fuel utility N/A

Select

Eversource

National Grid

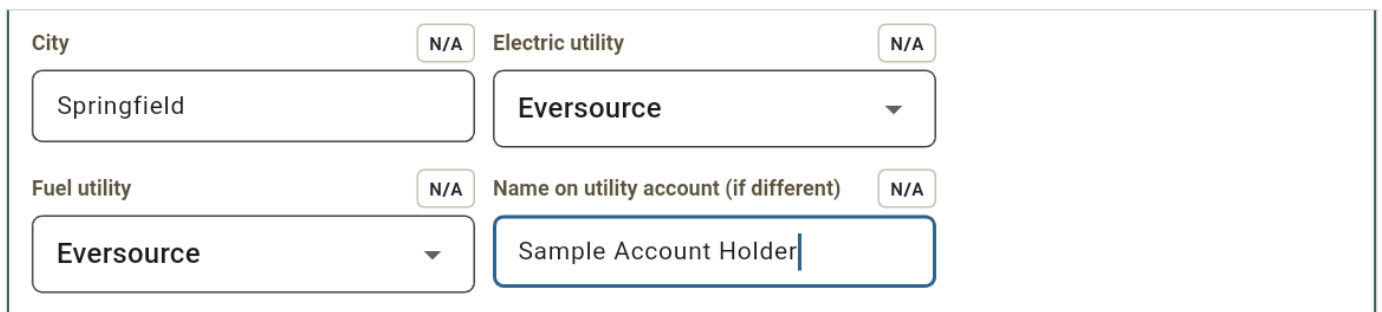
1. Open Electric utility. This version offers Eversource and National Grid. Select the actual provider; the manual's main example uses Eversource.

2. Open Fuel utility separately. Do not assume the electric selection also fills the fuel provider. The screen shows Eversource for both.

If the utility-account holder's name differs from the client's name, enter it in Name on utility account (if different). Use the documented account information, not a guess.

Choosing a utility does not verify the account, eligibility, or permission to perform work.

Next: Enter heating fuel, year built, ownership, and the coordinator notes.



City N/A Electric utility N/A

Springfield

Eversource

Fuel utility N/A Name on utility account (if different) N/A

Eversource

Sample Account Holder

Use the separate account-name field when applicable.



Choose eligibility and building type

ENERGY AUDIT - JOB INFO

Eligibility N/A **Eligibility – other, explain** N/A

Fuel Assistance Discount rate

50% rule Other

Building type * N/A

1 Fam 2 Fam 3 Fam

4 Fam Condo Mobile

Open Eligibility & Building. 1. Eligibility offers Fuel Assistance, Discount rate, 50% rule, and Other. Select the determination supplied by your program; the app does not establish eligibility by itself.

2. If using Other, enter its explanation in the adjacent field. Do not put the explanation into the client name or address.

3. Building type offers 1 Fam, 2 Fam, 3 Fam, 4 Fam, Condo, and Mobile. Fam means family, identifying the family/unit-count category.

Use the actual building type. Multi-unit workflows can change which unit's details you are editing; confirm the active unit before entering unit-specific information.

Next: Open Client to record the email subject and reported concerns.

Fuel Assistance

Discount rate 50% rule

Other

Building type * N/A

1 Fam 2 Fam 3 Fam

4 Fam Condo Mobile

CLIENT
Optional fields - 0 of 3 fields filled N/A

BARRIERS TO WAP
Optional fields - 0 of 3 fields filled N/A

Check the building type as well as the eligibility selection.

Check completion without losing your place

EVERYDAY CONTROLS

Attic / Slopes / KW

☒ **PROPER VENT BAFFLES**
Complete · 3 of 3 fields filled

▼ N/A

☒ **ATTIC STAIRS**
Complete · 1 of 1 fields filled

▼ N/A

☒ **RECESSED LIGHT COVERS**
Complete · 1 of 1 fields filled

▼ N/A

☒ **ATTIC AIR SEALING / NOTES**
Complete · 2 of 2 fields filled

▼ N/A

☒ **NFA SUMMARY**
Complete · 5 of 5 fields filled

^ N/A

Required NFA units (Attic sq ft / 300)

4

Existing + added NFA

4.26

Total existing NFA

1.33

Total NFA to add

2.93

Notes

N/A

✦✦

A fully answered optional field group now turns green and shows a check with Complete. Empty and partially answered groups remain distinct.

When the last applicable answer completes a group, the app shows confirmation and collapses it after about two seconds. It does not collapse after every answer, and active text entry delays the collapse.

Tap a completed group's header to reopen it. It stays open so you can review or correct answers.

Green means the app's completion conditions are satisfied, not that your measurements or safety findings have been independently verified. Required groups can use a requirements count rather than every optional field.

Next: Review the entered values, not just the color or overall percentage.

Enter numbers with the app's number pad

EVERYDAY CONTROLS - MEASUREMENTS



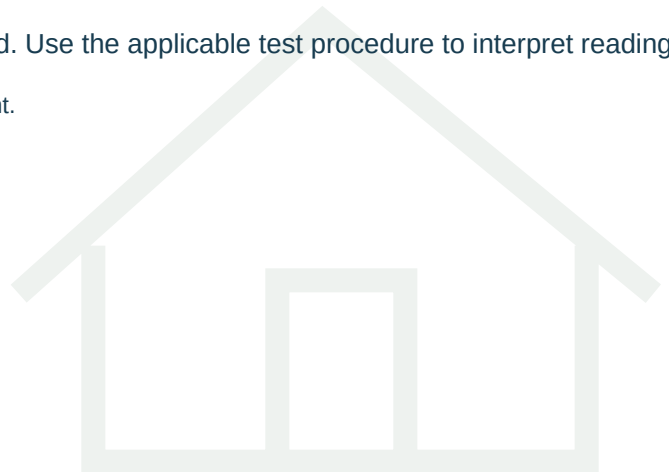
Tap a numeric field to open this number pad. Read its value at the top while you enter digits. The pad belongs to the app; some other fields use the ordinary keyboard instead.

1. Use minus for a negative reading. 2. Use the decimal point for fractional values. Check the sign and decimal position against your instrument before saving.

The backspace symbol removes a character. 3. Clear clears the entry. The multiplication sign is used for dimensions such as 36 x 80; it is not a pressure-reading unit.

4. Tap Done, then verify the number in the original field. Use the applicable test procedure to interpret readings.

Next: Use the correct field and units for the actual measurement.



Use N/A on the intended field only

EVERYDAY CONTROLS - NOT APPLICABLE

NFA SUMMARY
Complete · 5 of 5 fields filled

Required NFA units (Attic sq ft / 300)	Existing + added NFA
4	4.26

Total existing NFA	Total NFA to add
1.33	2.93

Notes

N/A

N/A means Not Applicable. Use it only when the item genuinely does not apply under your program's instructions, not when a value is unknown or a test was not performed.

1. The small N/A beside Notes affects that field. It marks only the optional note as not applicable while keeping the four calculated values.

2. The N/A on the group header is different: it applies to the group's fields. Do not use it when you meant to skip just one field.

Using the group N/A temporarily disables the group's fields without deleting entered values. Turning N/A off reactivates the fields and restores access to saved entries. Table-row N/A is a separate control.

Next: Check the resulting field values before leaving the group.

Mark this section N/A?

Existing entries will be preserved but excluded from progress, work orders, and PDFs while this section is N/A.

Cancel Mark N/A

Section N/A confirmation: entries are preserved but excluded while N/A.

Read inches and the estimated R-value

ENERGY AUDIT - ATTIC INSULATION AREA

Attic 1
1200 SF · 12 in cell. / R-40

Area (SF)
1200

Cavity
2×6 @ 16 in. O.C.

Existing depth (inches)
6

Needed for code
12 in cell. / R-40

Measure (added R-value)
R-44

Post R (final target)
R-60

Estimated existing R-value: R-20

Enter measured insulation depth in inches. The existing R-value is estimated using this calculator's 3.33 R per inch assumption. Actual R-value varies by material and condition; verify the assumption for the job. Added R-value and final target are separate from existing R-value.

Field Complete

- Existing depth (inches) is the measured insulation depth. Enter inches, not an R-value, into this field. The screen shows 6 inches.
 - Estimated existing R-value is shown separately. This calculator uses its displayed 3.33 R-per-inch assumption, so the example displays R-20. That estimate is not a material identification or a universal conversion; verify the assumption for the actual insulation.
- Area (SF) is square feet. Cavity describes the framing. Needed for code, Measure (added R-value), and Post R (final target) describe different parts of the calculation; do not substitute the existing estimate for the added insulation value.
- After reviewing the row, tap Field Complete. This marks the software entry complete; it does not certify that a building meets code or that installation work was performed.

Next: Review access openings and roof-vent entries for the same attic.



Open a diagnostic field's help panel

ENERGY AUDIT - BLOWER-DOOR DIAGNOSTICS

Attic Zonal Pressure Diagnostic

1. Follow agency safety and setup procedure. Turn off relevant heating, cooling, and combustion equipment before blower-door operation when required.
2. Select the attic and keep its door, hatch, or opening closed for the initial reading.
3. Connect the manometer tubing for house-to-zone pressure according to the instrument and agency procedure.
4. Operate the blower door and maintain the house at -50 Pa with respect to outdoors, or use the program-approved pressure if -50 Pa cannot be achieved safely.
5. Record the closed-opening house-to-zone reading (P1).
6. When the approved procedure calls for it, open the door or hatch enough to reduce house-to-zone pressure by at least 15 Pa while maintaining house-to-outdoors at -50 Pa. Record P2 and the opening size.
7. Save the reading and compare pre/post results using agency standards. This help does not assign a pass/fail threshold.

Source: U.S. DOE Midwest Weatherization Best Practices – Zone Pressure Diagnostics.

Done

1

In Blower Door Diagnostics, tap the small circled question mark beside Attic ZPD to open this panel. ZPD means Zonal Pressure Diagnostic; Pa means pascals, the pressure unit.

Read the help without changing the field value. Other diagnostic fields have their own help icons. The panel is a software reference, not a substitute for required training, current program procedures, or the instrument instructions.

1. Tap Done to return to the form. Enter the measurement only after performing the authorized test.

The help explicitly does not assign a pass/fail threshold. Do not treat simply entering a number or completing the group as a passing test.

Next: Verify the test field, units, sign, and saved reading.

Record client concerns

CLIENT

Job Info

JOB
Complete · 8 of 8 requirements completed ▼ N/A

ELIGIBILITY & BUILDING
Complete · 1 of 1 requirements completed ▼ N/A

CLIENT
Optional fields · 3 of 3 fields filled ▲ N/A

Email subject (editable before sharing) N/A

Client health concerns N/A

Client energy / comfort concerns N/A

BARRIERS TO WAP
Optional fields · 0 of 3 fields filled ▼ N/A

Open Client. Enter the email subject you want to recognize when sharing the audit. This is a subject line, not a recipient address; entering it does not send anything.

Enter the client's health concerns and comfort concerns in their separate fields. Record what was reported, where it occurs, and anything that needs follow-up. Do not replace an unknown answer with N/A.

Use clear, short notes. Review the text after closing the keyboard. Keep the notes specific to the current job.

Next: Review the saved values, then continue to the next category.

Document barriers and evaluations

CLIENT

Job Info

JOB
Complete · 8 of 8 requirements completed

▼ N/A

ELIGIBILITY & BUILDING
Complete · 1 of 1 requirements completed

▼ N/A

CLIENT
Optional fields · 3 of 3 fields filled

▼ N/A

BARRIERS TO WAP
Optional fields · 3 of 3 fields filled

▼ N/A

EVALUATIONS
Optional fields · 2 of 2 fields filled

▲ N/A

Heat pump evaluation needed

N/A

✓ Yes

No

Notes

N/A

Fictional example: request program review of heat pump options.

✦✦

EXTRA PHOTOS / NOTES
0 added

▼

Expand Barriers and record access restrictions or conditions affecting the planned audit. Use the separate evaluation fields for the observations requested on screen.

An individual N/A applies to its own field. A group N/A applies to the group: read the confirmation before continuing. Do not use it simply to make the progress bar reach 100%.

Open Extra Photos / Notes when a condition needs an image and explanation. The note and photo workflow is documented in the photograph chapter. Return to the group after leaving it to confirm your entries remain.

Next: Review the saved values, then continue to the next category.

Identify the heating system

HEATING

Heating, DHW & AC

HEATING SYSTEM

Optional fields · 4 of 17 fields filled

^ N/A

Heating system type	N/A	If Other, explain	N/A
✓ FHW FWA Steam			
Space Heater ASHP			
Other			
Fuel type	N/A	If Other, explain	N/A
✓ NG Oil LPG			
Electric Wood Other			
Year manufactured	N/A	AFUE	N/A
2018		82%	
Manufacturer	N/A	Model number	N/A
Serial number	N/A	System condition	N/A
		Select	
	RTIIs		N/A

Open Heating and select the heating-system type, then its fuel. These are separate choices. The screen shows forced hot water (FHW) with natural gas.

Enter the equipment year and select the displayed efficiency or AFUE entry. AFUE means Annual Fuel Utilization Efficiency. Use equipment documentation and your program's procedure; do not infer efficiency from age alone.

If you select Other, explain it in the associated field. If Other is not selected, use that explanation field's N/A where appropriate. Check the selections before continuing to the equipment identifiers.

Next: Review the saved values, then continue to the next category.

Enter equipment identification

HEATING

Heating, DHW & AC

HEATING SYSTEM

Optional fields · 7 of 17 fields filled

^ N/A

Heating system type	N/A	If Other, explain	N/A
✓ FHW FWA Steam			
Space Heater ASHP			
Other			
Fuel type	N/A	If Other, explain	N/A
✓ NG Oil LPG			
Electric Wood Other			
Year manufactured	N/A	AFUE	N/A
2018		82%	
Manufacturer	N/A	Model number	N/A
Sample Boiler Co		DEMO-FHW-80	
Serial number	N/A	System condition	N/A
SAMPLE-001		Select	
		BTUs	N/A

?

Enter manufacturer, model and serial number as separate values, copying the equipment plate carefully. Distinguish zero from O and one from I.

Enter heating capacity in the field's displayed units (BTU/h). BTU/h means British thermal units per hour; it is capacity, not annual consumption.

Photograph the data plate in its dedicated slot, then compare the entered manufacturer, model, serial number and capacity with the photograph.

Next: Review the saved values, then continue to the next category.

Record condition and distribution

HEATING

?

BTUS

N/A

Venting type

N/A

Atmospheric

Thermostat replacement? (Refer to HEARTWAP)

N/A

None

Asbestos present

N/A

Yes

No

Abatement needed

N/A

Yes

No

Distribution condition

N/A

Good

Location

N/A

DHW

Optional fields · 0 of 3 fields filled

▼

N/A

A/C

Optional fields · 0 of 4 fields filled

▼

N/A

REQUIRED PHOTOS — HEATING SYSTEM & DHW

0 of 4 complete

▼

EXTRA PHOTOS / NOTES

0 added

▼

 **PREPARE FOR CAZ**

Choose equipment condition and venting type independently. A condition selection records your observation; it does not certify that combustion testing has passed.

Complete thermostat and heat-distribution condition fields. Use the dropdown choices that describe the actual equipment. Put explanations in the appropriate note or Other field.

Review year, capacity, identifiers and efficiency together. The app can carry system type, fuel and capacity into the combustion-test record, but you still need to check the carried values.

Next: Review the saved values, then continue to the next category.

Asbestos-related observations

HEATING

?

BTUS

N/A

Venting type

N/A

80000

Atmospheric

▼

Thermostat replacement? (Refer to HEARTWAP)

N/A

Distribution condition

N/A

None

▼

Good

▼

Asbestos present

N/A

Location

N/A

Yes

✓ No

N/A

Abatement needed

N/A

Yes

✓ No

DHW

Optional fields · 0 of 3 fields filled

▼

N/A

A/C

Optional fields · 0 of 4 fields filled

▼

N/A

REQUIRED PHOTOS — HEATING SYSTEM & DHW

0 of 4 complete

▼

EXTRA PHOTOS / NOTES

0 added

▼

☑ PREPARE FOR CAZ

Answer the asbestos-related question according to your authorized assessment procedure. Do not identify a material as safe merely from this software example.

Enter the location when it applies. If it does not apply, tap N/A on the location field only. Complete the separate abatement question as required by your program.

Do not disturb suspect material. Keep observations and any follow-up instructions in the audit notes.

Next: Review the saved values, then continue to the next category.

Domestic hot water and cooling

HEATING

Thermostat replacement? (Refer to HEARTWAP) N/A

None

Distribution condition N/A

Good

Asbestos present N/A

Yes ☒ No

Location N/A

N/A

Abatement needed N/A

Yes ☒ No

DHW

Optional fields · 2 of 3 fields filled

N/A

A/C

Optional fields · 4 of 4 fields filled

N/A

A/C type N/A

Central ☐ Window ☒ None

Total BTU N/A

10000

Year manufactured N/A

2021

Notes N/A

Fictional example: one window unit in living room.

Open Domestic Hot Water (DHW). Choose equipment type and fuel separately. Complete an Other explanation only when it applies; otherwise use the appropriate individual N/A.

Open Air Conditioning (AC). Select type, enter cooling capacity in BTU/h, enter the equipment year, and add a location or condition note. The screen shows a window unit.

Check each completed group. Attach the heating unit, data plate, venting and hot-water tank images to their own required photo slots; one image does not automatically fill every slot.

Next: Review the saved values, then continue to the next category.

Check all four equipment photographs

HEATING PHOTOGRAPHS

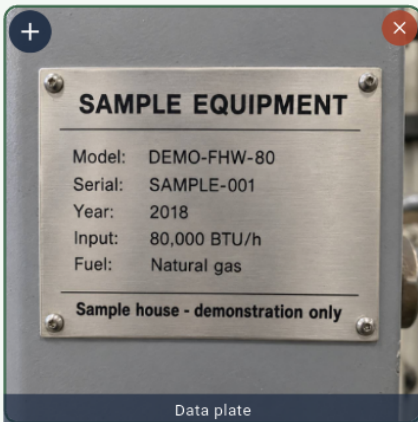
REQUIRED PHOTOS — HEATING SYSTEM & DHW

4 of 4 complete

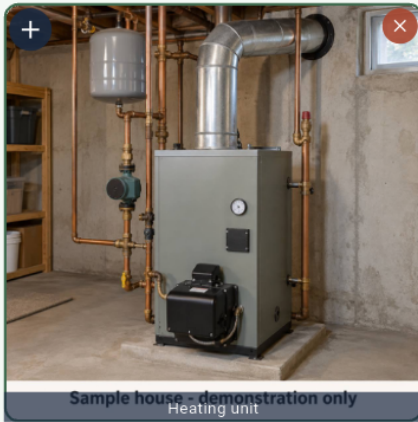
Heating system & DHW

4/4

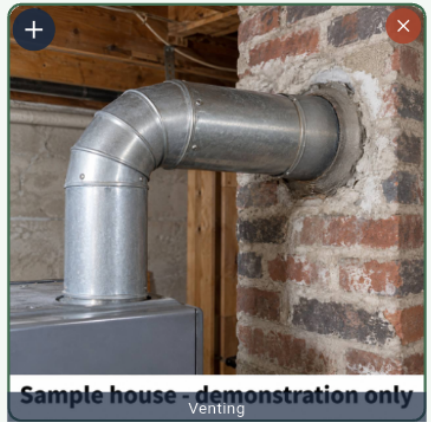
Photograph the data plate, the unit, the venting, and the DHW tank.



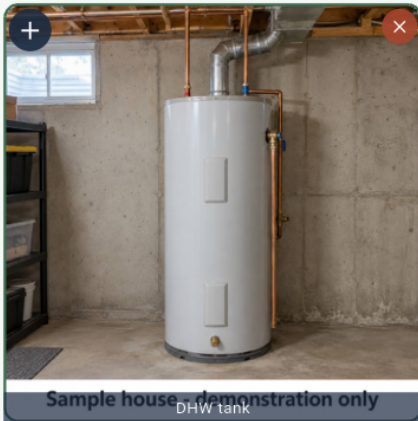
Data plate



Sample house - demonstration only
Heating unit



Sample house - demonstration only
Venting



Sample house - demonstration only
DHW tank

Expand Required Photos - Heating System & DHW. Use the separate slots for the data plate, heating unit, venting and domestic hot-water tank. The counter must reflect all four attachments.

Tap the plus control on the intended slot to choose a source. Wait until its thumbnail appears. Tap the thumbnail to enlarge it and check that equipment identifiers and important details are readable.

The red X removes that attachment; it is not a failed-inspection mark. Keep the image in the correct slot. Extra Photos / Notes is a separate group for additional evidence and explanations.

Next: Review the saved values, then continue to the next category.

Begin combustion safety recording

CAZ

CAZ & Combustion Testing

CAZ THRESHOLD NUMBERS
ANSI/BPI-1200-S-2017 reference — tap to open

 **EQUIPMENT FROM HEATING**
Natural gas hydronic boiler

- ✓ Heating: Natural gas hydronic boiler
- ✓ DHW: Standard tank — natural gas
- ✓ Combustion guidance is enabled for the recorded heating appliance.

Record each applicable combustion-testing result below.

CAZ TESTING
Complete · 1 of 1 requirements completed

CAZ testing needed

✓ Yes

No

N/A

CAZ Testing Days *

1

N/A

If no, reason why

N/A

Baseline pressure #1 (close all ext. doors/windows & interior doors w/o fans or returns)

-1

N/A

CAZ Pressure #2 (all exhaust fans/dryer on, air handler off)

N/A

CAZ means Combustion Appliance Zone. Open CAZ and answer whether testing is needed. Set the number of testing days where requested.

Enter the measured baseline pressure in the correct field using the number pad. Preserve the sign and decimal point; a negative value is not the same as a positive value.

Continue through the requested pressure conditions and record the door setup and worst-case condition. Use your program and instrument procedures. Apply the required testing procedure and acceptance limits.

Next: Review the saved values, then continue to the next category.

Record the combustion-test appliance

CAZ

✓ Heating: Natural gas hydronic boiler

✓ DHW: Standard tank — natural gas

✓ Combustion guidance is enabled for the recorded heating appliance.

Record each applicable combustion-testing result below.

CAZ TESTING

Complete · 1 of 1 requirements completed

▼

N/A

FUEL LINE & NOTES

Optional fields · 4 of 4 fields filled

▼

N/A

COMBUSTION TESTING

1 test added

▲

+ Add Combustion Test

N/A

Largest Appliance

Boiler · NG · 80000 BTU/h · Pass

🗑️

Detected Largest Appliance

Boiler · NG · 80000 BTU/h

▼

Equipment type

Boiler

▼

Detected from this unit's Heating/DHW records

Venting / combustion configuration

Natural Draft/

▼

Spill

0

CO ppm

12

P/F

Pass

▼

Ambient

0

Field Complete

Add or expand the combustion-test card. Check the imported heating-system type, fuel and capacity before entering results. Carryover saves typing but is not a verification of the equipment.

Record venting type, spillage time, carbon monoxide (CO) and ambient CO in their labeled fields. Use the units displayed for each result.

Select the outcome only after applying the required test procedure. Keep the result with its appliance record. The corrected screenshot shows readable labels; do not use older clipped-screen captures as operating instructions.

Next: Review the saved values, then continue to the next category.

Measure the basement or foundation

BASEMENT / FOUNDATION

Perimeter

N/A

140

Foundation type

N/A

Conditioned

✓ Unconditioned

Slab on grade

Details

N/A

Fictional full basement for manual example.

Foundation material

N/A

✓ Poured

Block

Stone

Other

Describe

N/A

Sample poured concrete walls.

Moisture problems

N/A

✓ None

Standing water

Mold

Musty

Other

Describe

N/A

Fictional example. No moisture issue recorded.

Enter foundation height and height above grade in feet, then enter the perimeter in its labeled field. Check the decimal placement before tapping Done.

Choose the foundation type, construction material, and moisture condition separately. Add a description that identifies the area being measured.

Verify the height, height above grade, and perimeter against your field measurements. Keep each quantity in its own field.

Next: Review the saved values, then continue to the next category.

Basement door and duct controls

BASEMENT / FOUNDATION

Mold

Musty

Other

Describe

N/A

Fictional example. No moisture issue recorded.

BASEMENT DOOR TO OUTSIDE

Optional fields · 3 of 3 fields filled

TMAX / Weatherstrip

N/A

Yes

New door needed

N/A

Site built

Pre hung

✓ No

Dimensions

N/A

36 x 80

DUCTS

Optional fields · 0 of 9 fields filled

▼

N/A

TMAX FOUNDATION INSULATION

Optional fields · 0 of 3 fields filled

▼

N/A

BASEMENT AIR SEALING / NOTES

Optional fields · 0 of 2 fields filled

▼

N/A

BASEMENT MEASURES

Not started · 0 of 8 rows started

▼

N/A

REQUIRED PHOTOS — FOUNDATION & BASEMENT

Open the basement-door group. Select weatherstripping and replacement choices separately, then enter the door dimensions with the multiplication separator.

A 36 x 80-inch door has a surface area of 20 square feet. Enter the measured dimensions.

Open Ducts if the building has ductwork. Select system details and complete the requested measurements. For this hydronic example there are no ducts, so the duct group is N/A. Do not mark a real duct system N/A to skip inspection.

Next: Review the saved values, then continue to the next category.

Foundation insulation and air sealing

BASEMENT / FOUNDATION

TMAX FOUNDATION INSULATION
Optional fields · 3 of 3 fields filled

TMAX thickness

N/A

TMAX quantity (sq ft)

N/A

1 inch

✓ 2 inch

200

TMAX location notes

N/A

Sample north foundation wall.

BASEMENT AIR SEALING / NOTES

Optional fields · 2 of 2 fields filled

Basement air sealing hours (A/S)

N/A

2

Notes

N/A

Sample sill and rim joist areas.

BASEMENT MEASURES

Not started · 0 of 8 rows started

REQUIRED PHOTOS — FOUNDATION & BASEMENT

Open the TMAX group. Choose thickness, enter the applicable square-foot quantity, and add a location note so the intended area is identifiable.

Open basement Air Sealing. Enter hours in the hours field and the work description in the note field. Area and labor hours are different quantities.

Review the insulation thickness, area and air-sealing hours in the work order before delivery.

Next: Review the saved values, then continue to the next category.

Complete foundation measure rows

BASEMENT / FOUNDATION

Foundation Perimeter (SF)
6 of 6 filled ^ N/A

Qty
200

Cavity
N/A

EffR
1

PostR
R-10

Measure
TMAX

Notes
Sample only

Sills (LF)
0 of 6 filled v N/A

Foundation Ceiling (SF)
0 of 6 filled v N/A

Garage Ceiling (SF)
0 of 6 filled v N/A

Garage wall (SF)
0 of 6 filled v N/A

Overhang (SF)
0 of 6 filled v N/A

Crawl (SF)
0 of 6 filled v N/A

Other
0 of 6 filled v N/A

REQUIRED PHOTOS – FOUNDATION & BASEMENT
0 of 2 complete v

Expand the Foundation measure row. Enter quantity, framing cavity if applicable, existing effective R-value, proposed R-value, measure and notes.

R-value describes resistance to heat flow. Existing effective R and proposed R are different fields. Do not enter thickness in inches into a field that explicitly requests an R-value.

Confirm the quantity, cavity, existing R-value, proposed R-value, material and scope note before leaving the row.

Next: Review the saved values, then continue to the next category.

Sills and the remaining basement rows

BASEMENT / FOUNDATION

Foundation Perimeter (SF)
6 of 6 filled ^ N/A

Qty
200

Cavity
N/A

EffR
1

PostR
R-10

Measure
TMAX

Notes
Sample only

Sills (LF)
6 of 6 filled ^ N/A

Qty
140

Cavity
2x8 @ 16 in. O.C.

EffR
3

PostR
R-13

Measure
FBG -

Notes
Sample sills

Foundation Ceiling (SF)
0 of 6 filled ^ N/A

Garage Ceiling (SF)
0 of 6 filled ^ N/A

Garage wall (SF)
0 of 6 filled ^ N/A

Overhang (SF)
0 of 6 filled ^ N/A

Crawl (SF)
0 of 6 filled ^ N/A

Expand Sills. Enter its quantity in linear feet, not square feet. Select the framing cavity and material, then enter existing and proposed R-values and a location note.

FBG means fiberglass batts. Confirm that the work order retains the linear-foot unit for sills.

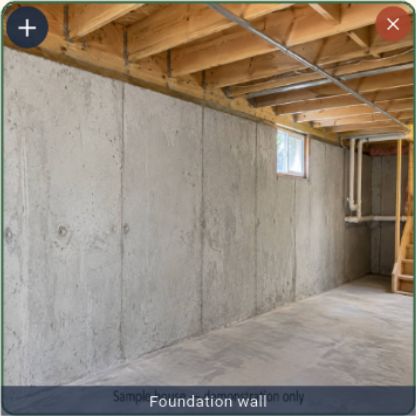
Review Foundation ceiling, Garage ceiling, Garage wall, Overhang, Crawl and Other individually. Complete each applicable row; mark only genuinely unused rows N/A. A row N/A is not the same as marking the entire basement section N/A.

Next: Review the saved values, then continue to the next category.

Required photos and extra photo notes

PHOTOGRAPHS

Photograph the foundation walls, sill area, and any moisture or structural issues.



Sample Foundation wall only

N/A



Sill/rim joist

REQUIRED PHOTOS — ELECTRICAL PANEL & PENETRATIONS

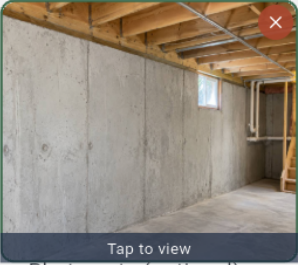
0 of 2 complete

EXTRA PHOTOS / NOTES

1 added

 **Extra Photos / Notes**

Optional — add extra photos. Each photo has its own separate note area underneath.



Tap to view

Photo note (optional)

Sample house.

Open the required-photo group and tap the intended slot. Choose Take picture or Choose from library. Confirm the image appears and the photo counter changes before continuing.

Tap an attached thumbnail to inspect it. Use the viewer's zoom, reset and close controls. Check clarity and framing, not just the presence of a thumbnail.

For Extra Photos / Notes, enter the explanatory note when prompted, then select the image. The note stays with that extra image. Required photo slots and extra photo notes are separate workflows.

The camera flash/focus repair is a later task. Review every new capture; retake or use a clear existing image if needed. This manual does not claim that deferred repair is installed.

Next: Review the saved values, then continue to the next category.

Detectors and exhaust ventilation

HEALTH & SAFETY

General Health & Safety

DETECTORS & VENTING

Optional fields - 11 of 11 fields filled

^ N/A

CO detectors present on every floor

N/A

Qty needed to install

N/A

✓ Yes

No

N/A

Number of exhaust fans

N/A

All vented correctly?

N/A

2

✓ Yes

No

Venting to install

N/A

Number of dryers

N/A

N/A

1

All vented correctly?

N/A

Venting to install

N/A

✓ Yes

No

N/A

ASHRAE fan needed

N/A

Fan type to install

N/A

✓ Yes

No

✓ Bath fan

In line fan

Kitchen fan

Other

If Other, describe

N/A

N/A

Record carbon monoxide detector presence and any installation quantity separately. Use the individual N/A for an installation quantity only when that work does not apply.

Enter the number of exhaust fans and whether they are vented. Complete the separate new-venting quantity when required. Repeat for dryer count, dryer venting and new dryer venting.

Answer the ASHRAE fan question and select the fan type. ASHRAE is the American Society of Heating, Refrigerating and Air-Conditioning Engineers. Selecting a type does not establish compliance or size a fan.

If Other is not used, mark its explanation N/A where appropriate. Do not skip a required real-world check simply because the example uses N/A.

Next: Review the saved values, then continue to the next category.

Moisture barrier and sump entries

HEALTH & SAFETY

General Health & Safety

DETECTORS & VENTING

Optional fields · 11 of 11 fields filled

▼ N/A

MOISTURE / SUMP

Optional fields · 6 of 6 fields filled

▲ N/A

Ground moisture barrier needed

N/A

Sq ft

N/A

Yes

✓ No

N/A

Location

N/A

Sump pump present

N/A

Yes

✓ No

Qty

N/A

Qty of sealed covers needed

N/A

EXTRA PHOTOS / NOTES

0 added

▼

→ Next

Contact Us: wxmobileforms1@gmail.com

Send feedback, a review, update ideas, a thank-you, or details about any issue you are experiencing.

Answer whether a ground moisture barrier is involved. If applicable, enter its area and location; otherwise use the relevant N/A controls.

Record sump presence, installation quantity and cover quantity in their separate fields. No sump and zero new work are not interchangeable with an unknown answer.

Review the completed group and notes before moving to Windows & Doors. Software completion colors summarize entries, not the safety of the building.

Next: Review the saved values, then continue to the next category.

Add and describe each window row

WINDOWS & DOORS

Windows & Doors

NOTES
Optional fields · 1 of 1 fields filled

WINDOWS
Complete · 1 of 1 row started

Dimensions accept 3x5 feet or 36x60 inches. Enter N, E, S, or W so each opening is subtracted from the correct wall.

Type
Double-hung

Dims (W x H)
36 x 60

Qty
2

Glazing
Double-pane

Frame
Wood

Shading
None

Leak
Sample draft

Replace
No

Wall direction
North

+ Add row

DOORS
Not started · 0 of 0 rows started

EXTRA PHOTOS / NOTES
0 added

Open Windows and tap Add row. Enter type, dimensions in inches and quantity. A row may represent matching windows; create separate rows when characteristics or direction differ.

Complete glazing, frame, shading, leakage and replacement choices. Select the wall direction so the opening area is deducted from the correct wall.

Two 36 x 60-inch windows total 30 square feet: 15 square feet each. Confirm their wall direction before reviewing wall totals.

Return to the category after leaving it and check the row remains. Use the row's remove control only when you intend to remove that opening record.

Next: Review the saved values, then continue to the next category.

Add doors and select door measures

WINDOWS & DOORS

Windows & Doors

NOTES
Optional fields · 1 of 1 fields filled

WINDOWS
Complete · 1 of 1 row started

DOORS
Complete · 1 of 1 row started

Dimensions accept 3x5 feet or 36x60 inches. Enter N, E, S, or W so each opening is subtracted from the correct wall.

×

Dims (W x H)

36 x 80

Material

Wood

Storm Door

No

Leak

Sample draft

Measure

Weatherstrip

Door Sweep

Yes

Weatherstripping

Yes

Wall direction

South

+ Add row

EXTRA PHOTOS / NOTES
0 added

→ Next

Open Doors and tap Add row. Enter dimensions and material, then the storm-door and leakage choices. Use the units shown on the form.

Select the proposed measure and answer sweep and weatherstripping separately. Assign the correct wall direction.

The illustration is a 36 x 80-inch door on the South wall: 20 square feet. The door area is deducted from that wall. Check that a sweep or weatherstripping selection matches your actual scope.

Window/door notes supplement the rows; they do not replace the required dimensions, quantity or direction fields.

Next: Review the saved values, then continue to the next category.

WMF | ENERGY AUDITOR | USER MANUAL

37

Enter heights before wall lengths

WALLS

Walls

WALL HEIGHT

Optional fields · 4 of 4 fields filled

▼

N/A

WALL DESCRIPTION

Complete · 4 of 4 rows started

▲

N/A

Enter each outside wall length in linear feet. Gross wall area uses the floor heights above, then windows and doors are subtracted automatically by orientation.

North

5 of 11 filled

▼

N/A

East

5 of 11 filled

▼

N/A

South

5 of 11 filled

▼

N/A

West

5 of 11 filled

▼

N/A

ALL WALLS — AUTOMATIC TOTALS

Gross wall SF	Window SF	Door SF	Total net wall SF
0	30	20	-50

Check the highlighted wall rows: openings exceed gross wall area.

EXTRA PHOTOS / NOTES

0 added

▼

Open Walls. Enter each applicable floor height. Mark unused floors N/A rather than inventing a height for them.

The illustration has two floors at 8 feet each, giving 16 feet of combined height. Enter each wall length in its direction's section.

If openings are already entered but wall dimensions are still empty, the app can warn that openings exceed gross area. Complete the wall dimensions, then check again; do not delete valid openings to silence the warning.

Next: Review the saved values, then continue to the next category.

Complete all four wall directions

WALLS

Walls

WALL HEIGHT
Optional fields · 4 of 4 fields filled

WALL DESCRIPTION
Complete · 4 of 4 rows started

Enter each outside wall length in linear feet. Gross wall area uses the floor heights above, then windows and doors are subtracted automatically by orientation.

North
11 of 11 filled

North wall linear feet
40

1st floor siding
Vinyl

2nd floor siding
Vinyl

Combined height (auto)
16

Gross wall SF (auto)
640

Window SF (auto)
30

Door SF (auto)
0

Extra square footage
0

Reason for extra area
None

Net wall SF (auto)
610

Notes
Fictional north wall

 Add Extra-Area Photo

East
5 of 11 filled

South
5 of 11 filled

West
5 of 11 filled

For North, East, South and West, enter length and choose the siding for each applicable floor. The siding dropdown records the actual exterior material.

Use extra-area and reason fields only for the additional area they describe. Avoid counting the same surface in both the regular wall and an extra entry.

Repeat the process for each direction. Review the direction label before typing so a length or material is not entered on the wrong wall.

Next: Review the saved values, then continue to the next category.

Check calculated wall totals

WALLS

Walls

WALL HEIGHT

Optional fields · 4 of 4 fields filled

▼

N/A

WALL DESCRIPTION

Complete · 4 of 4 rows started

^

N/A

Enter each outside wall length in linear feet. Gross wall area uses the floor heights above, then windows and doors are subtracted automatically by orientation.

North

11 of 11 filled

▼

N/A

East

11 of 11 filled

▼

N/A

South

11 of 11 filled

▼

N/A

West

11 of 11 filled

▼

N/A

ALL WALLS — AUTOMATIC TOTALS

Gross wall SF	Window SF	Door SF	Total net wall SF
2240	30	20	2190

EXTRA PHOTOS / NOTES

0 added

▼

Review gross area, linked opening deductions and net area after all directions are entered. The app calculates these from the dimensions and opening assignments.

The illustration lengths are 40, 30, 40 and 30 feet with a 16-foot combined height: 2,240 square feet gross. Deduct 30 square feet of windows and 20 of doors to obtain 2,190 square feet net.

If your totals do not reconcile, recheck floor heights, wall lengths, opening quantities and directions before editing scope. A correct arithmetic result still depends on correct measurements.

Next: Review the saved values, then continue to the next category.

Attic vents, stairs and air sealing

ATTIC

PROPER VENT BAFFLES
Optional fields · 3 of 3 fields filled

Proper vents needed?
☒ Yes ☐ No

N/A

Proper vents quantity
24

N/A

AccuVents needed?
☐ Yes ☒ No

N/A

Open Proper Vents / Baffles. Selecting Yes reveals a quantity field. Complete that quantity before treating the group as finished. Accuvents is a separate choice.

Complete attic-stair and recessed-light-cover choices. Enter attic air-sealing hours and its scope note in the air-sealing group.

After the final applicable field is answered, the completed group turns green with a check and collapses after the delay. Reopen it to review; it should remain open for your corrections.

Next: Review the saved values, then continue to the next category.

Attic / Slopes / KW

☒ **PROPER VENT BAFFLES**
Complete · 3 of 3 fields filled

☒ **ATTIC STAIRS**
Complete · 1 of 1 fields filled

☒ **RECESSED LIGHT COVERS**
Complete · 1 of 1 fields filled

☒ **ATTIC AIR SEALING / NOTES**
Complete · 2 of 2 fields filled

After completion: the group can collapse and be reopened.

Add an attic insulation area

ATTIC

Attic 1
1200 SF · 12 in cell. / R-40

Area (SF)
1200

Cavity
2×6 @ 16 in. O.C.

Existing depth (inches)
6

Needed for code
12 in cell. / R-40

Measure (added R-value)
R-44

Post R (final target)
R-60

Estimated existing R-value: R-20
Enter measured insulation depth in inches. The existing R-value is estimated using this calculator's 3.33 R per inch assumption. Actual R-value varies by material and condition; verify the assumption for the job. Added R-value and final target are separate from existing R-value.

✓ Field Complete

Choose the attic area type, enter the measured area in square feet, and select the framing cavity.

Enter existing insulation depth in inches. Review the separately displayed estimated existing R-value and its conversion assumption; the actual material and condition affect R-value.

The example shows 6 inches and an estimated R-20. Select the proposed added R-value and final target separately from the existing insulation estimate.

After checking the entries, tap Field Complete. See page 16 for the explanation of the estimated R-value.

Next: Review the saved values, then continue to the next category.



Attic and knee-wall access openings

ATTIC

NFA SUMMARY

Optional fields · 4 of 5 fields filled

N/A

ATTIC INSULATION AREA

Field Complete · 1 area

✎ Mark Incomplete

ATTIC AND KNEE WALL ACCESS

Complete · 1 of 1 row started

Quantity

1

Access Type

Cut and Close ▾

Notes

al access example.

25/1000

+ Add row

ROOF VENT TYPES

0 vent entries

+ Add Vent

N/A

NFA COMBINATION SUGGESTIONS

Required NFA: 4 · Current total: 0 · Still need 4 more.

Open Attic and Knee Wall Access and tap Add row. Enter quantity, choose the access type, and add a note identifying the opening.

Select the access type that matches the required scope, such as Cut and Close.

Use additional rows for distinct access locations or types. Reopen the group after leaving it and confirm quantity, type and note remain together.

Next: Review the saved values, then continue to the next category.

Roof vents: existing and added lengths

ATTIC

ROOF VENT TYPES

1 vent entry

+ Add Vent

N/A

Ridge Vent (per linear ft)

Existing 10 · Add 22 · NFA 0.13

1

Existing LF

10

2

Add LF

22

NFA COMBINATION SUGGESTIONS

Required NFA: 4 · Current total: 4.26. Ventilation meets the required NFA.

3

Field Complete

Add the relevant roof vent type. Enter existing quantity and proposed added quantity separately, using that vent's displayed units.

The illustration ridge vent has 10 existing linear feet and 22 added linear feet. The app calculates net free area (NFA) from the selected vent factor. A rounded per-foot factor is not the total NFA.

Compare the displayed required, existing and proposed values, then use Field Complete after review. Confirm actual vent ratings and program requirements; this screen is a calculation aid, not an independent ventilation design.

Next: Review the saved values, then continue to the next category.



Slopes, gables and Mansard entries

ATTIC

SLOPES AND GABLES

Complete · 1 of 1 row started

Surface

Mansard

Mansard floor

2

Mansard wall direction

North

Mansard exterior material

Asphalt

Location

Sample north slope

Size (L x W in feet)

10 x 8

TMAX thickness

2 inch

Quantity (sq ft auto)

80

Notes

Fictional alternate example

Add Photo

+ Add row

Open Slopes and Gables, add a row, and choose the surface type: Slope, Mansard or Gable wall. Enter location, size and thickness in their labeled fields.

For a slope, 10 x 8 feet produces 80 square feet. Select the TMAX thickness and add a location note; attach a row photo if needed.

Selecting Mansard reveals floor, wall direction and exterior material. Complete all three before the row is complete. The alternate example uses floor 2, North and Asphalt.

These are alternate entry examples. Keep only the actual surfaces in a real audit and check the work order after changing a surface type.

Next: Review the saved values, then continue to the next category.



Review the cellulose bag estimate

ATTIC



Cellulose Bag Estimate (Optional)

Estimated Cellulose Bag Count: 77 bags

Cellulose brand / product

Greenfiber SANCTUARY 25-lb

Greenfiber SANCTUARY · 25 lb · dry loose-fill/open horizontal attic · TM-INS765 Rev K, 05/2026

Estimated Cellulose Bag Count: 77 bags

- Attic 1: 1200 ft² · 12 in. cellulose · added R-40 · chart R-44 · ~76.2 bags

Estimate only. Manufacturer minimum installed thickness and minimum bags per 1,000 ft² both control. Field conditions, application technique, and equipment settings can change coverage.

Verify against the current bag label. Manufacturer names identify recognized products and are not endorsements.

Total rounds up once after summing exact per-area estimates.

Expand Cellulose Bag Estimate and choose the actual product. Different products have different coverage data; do not reuse another product's estimate.

Review each area, added depth, added R-value, chart row and total bags. The total updates from the selected product and entered area.

Read the on-screen coverage warning. Verify minimum thickness and bag coverage against the current product label and job requirements before ordering or installing. The displayed estimate is not a guarantee of installed performance.

Next: Review the saved values, then continue to the next category.



Record blower-door diagnostic readings

BLOWER DOOR

Blower Door / Red Calc

BLOWER DOOR DIAGNOSTICS
Optional fields - 15 of 15 fields filled

Blower Door Test Needed

N/A

☒ Yes ☐ No ☐ N/A

BD reading @ CFM50

N/A

2500

Ring used / Pa reached

N/A

Sample ring at 50 Pa

Attic ZPD (Pa)

N/A

-45

Garage ZPD (Pa)

N/A

N/A

KW ZPD (Pa)

N/A

N/A

Foundation ZPD (Pa)

N/A

-5

Openable window #1

N/A

N/A

Openable window #2

N/A

N/A

Openable window #3

N/A

N/A

Openable window – Kit

N/A

N/A

Electrical box – slots open

N/A

N/A

Distance to fan (ft)

N/A

10

Target blower door

N/A

N/A

Notes

N/A

Answer whether the blower-door test is needed. Enter the reading in CFM50 (cubic feet per minute at 50 pascals), ring used and pressure reached.

Enter applicable attic, garage, knee-wall and foundation zone-pressure diagnostics (ZPD), keeping negative signs and decimals. Use the circled question mark for field help.

Complete the openable-window, kitchen-window, electrical-box, distance-to-fan, target, and notes fields as required by your procedure. Use N/A only when an item does not apply, not merely because a test was not performed.

The values in the manual are entry examples. Use your program and instrument instructions for conducting tests and interpreting readings.

Next: Review the saved values, then continue to the next category.

Red Calc and pressure-pan recording

BLOWER DOOR

✓ **BLOWER DOOR DIAGNOSTICS**
Complete · 15 of 15 fields filled

✓ **RED CALC INFORMATION**
Complete · 5 of 5 fields filled

PRESSURE PAN READINGS (PA)
Complete · 1 of 1 row started

1

Location #

Sample register 1

2

Pa

1.5

×

+ Add row

EXTRA PHOTOS / NOTES
0 added

▼

In Red Calc Information, choose building type, then enter finished floor area, bedrooms/occupants, dwelling height and bath/kitchen fan test reading. Check the units in each field.

In Pressure Pan Readings, tap Add row, identify the location and enter the pressure in Pa (pascals).

Repeat for each required location. If there is no applicable duct system, use section N/A and read the confirmation: entries are retained but excluded while the section is N/A.

Use the applicable testing procedure to interpret the pressure readings.

Next: Review the saved values, then continue to the next category.



Record exterior conditions

EXTERIOR

Exterior Evaluation

EXTERIOR EVALUATION

Optional fields · 8 of 8 fields filled

^ N/A

Roof material	N/A	Roof condition	N/A
Asphalt	▼	Good	▼
Gutters / downspouts	N/A	Sidewall material	N/A
Good	▼	Vinyl	▼
Drainage issues	N/A	Missing siding	N/A
No	▼	No	▼

Other — describe

N/A

N/A

Notes

Sample house. Fictional exterior example only.

✦✦

REQUIRED EXTERIOR PHOTOS

0 of 4 complete

EXTRA PHOTOS / NOTES

Choose roof material and roof condition separately. Complete gutter condition and siding material using the dropdowns.

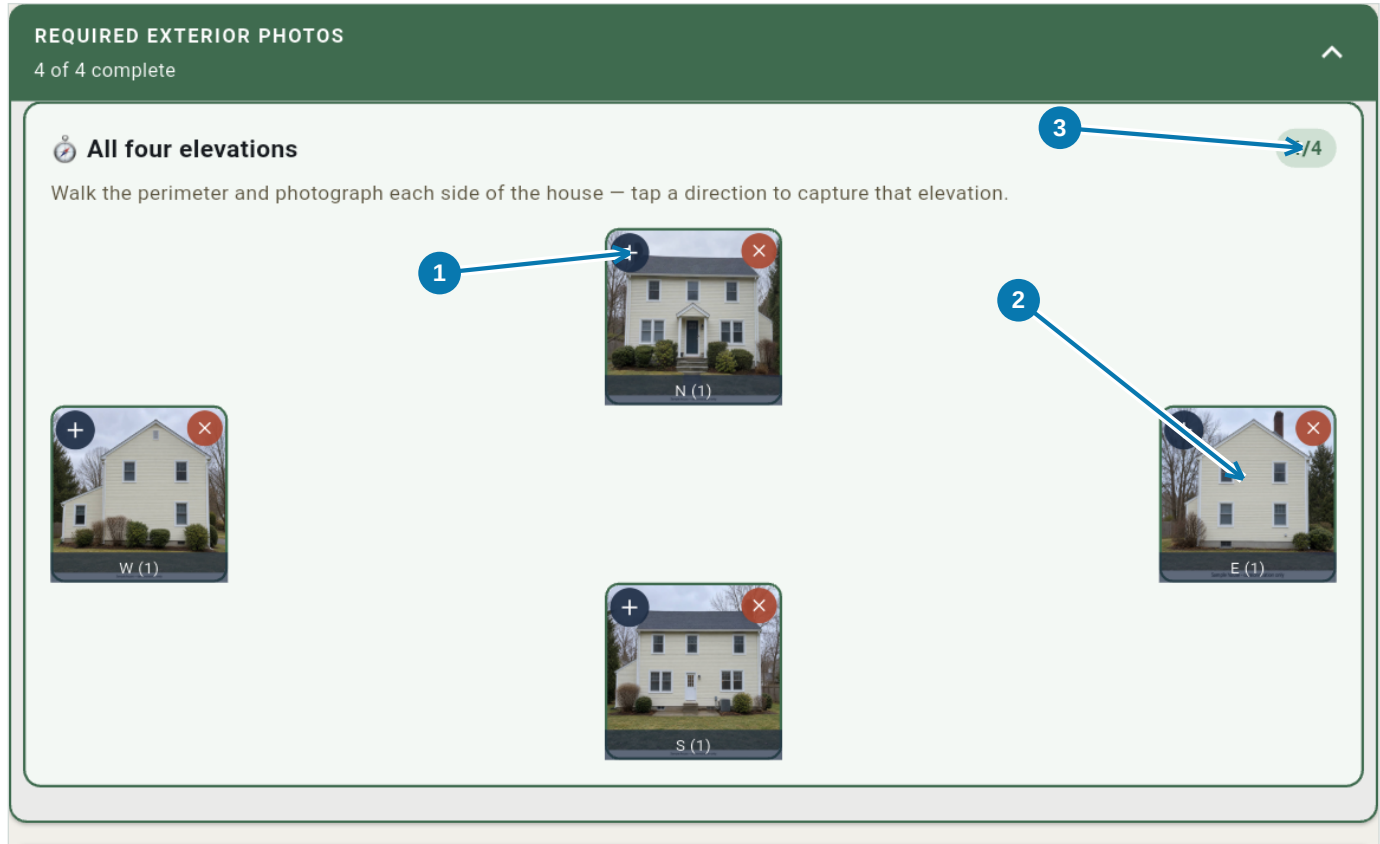
Answer the drainage and missing-siding questions. Explain Other when selected; use individual N/A for a nonapplicable explanation.

Add an exterior note that identifies locations and required follow-up. Photograph North, East, South and West separately using the direction slots in the next chapter.

Next: Review the saved values, then continue to the next category.

Attach each exterior direction separately

PHOTOGRAPHS



1. Open Required Exterior Photos. Tap the plus on N, E, S, or W for the elevation you are photographing. Choose Take picture or Choose from library.

2. Select the correct image and wait until the slot count updates. Tap its thumbnail to inspect it. Each direction has its own slot; a north photo does not document the south side.

3. The finished example shows four of four. Take separate, clear views of each side of the property.

Tap an attached photo to inspect it in the viewer. A completed slot confirms that an image exists, not that its contents have been checked.

Next: Open Final Check to look for missing required fields or photos.



Open the house diagram

HOUSE DIAGRAM AND NOTES

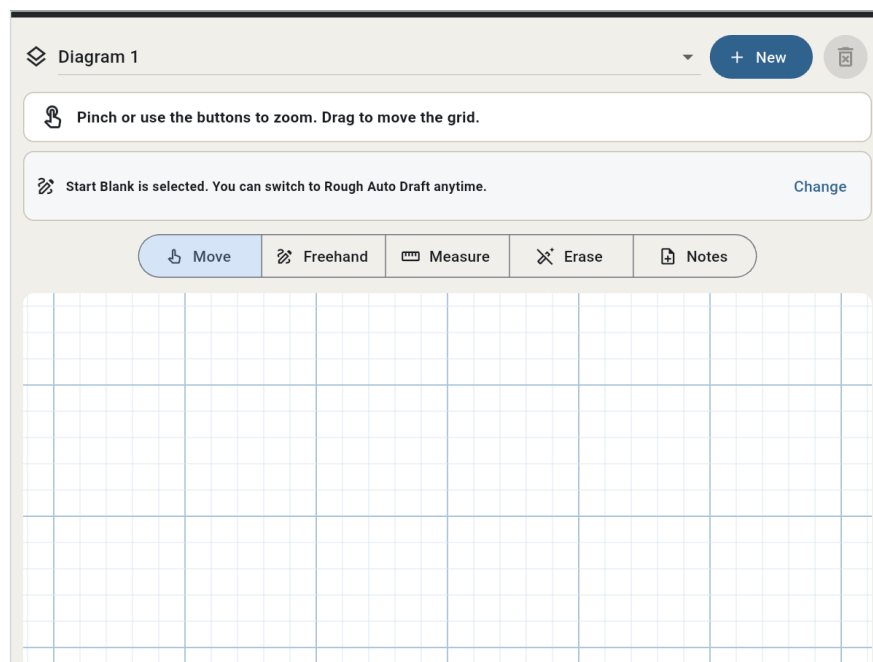
The screenshot shows a mobile app interface for 'House Diagram & Notes'. At the top is a dark button labeled '+ Add or Edit House Diagram' with a blue circle '1' and an arrow pointing to it. Below this are three expandable sections: 'ORIENTATION & DIAGRAM' (with a subtext 'Optional fields · 0 of 3 fields filled' and a blue circle '2' pointing to an 'N/A' button), 'REQUIRED PHOTOS — HOUSE DIAGRAM PHOTO (OPTIONAL)' (with a subtext '0 of 1 complete' and a downward arrow), and 'EXTRA PHOTOS / NOTES' (with a subtext '0 added' and a downward arrow).

1. Tap Add or Edit House Diagram to open the drawing editor. The diagram is separate from the dimensions entered in Walls.

2. Expand Orientation & Diagram to record the house-facing direction and written dimension notes. Enter your actual measurements; a sketch alone does not establish them.

The optional house-diagram photo group attaches an image. Extra Photos / Notes is a separate attachment-and-note route. Neither button is the freehand drawing editor.

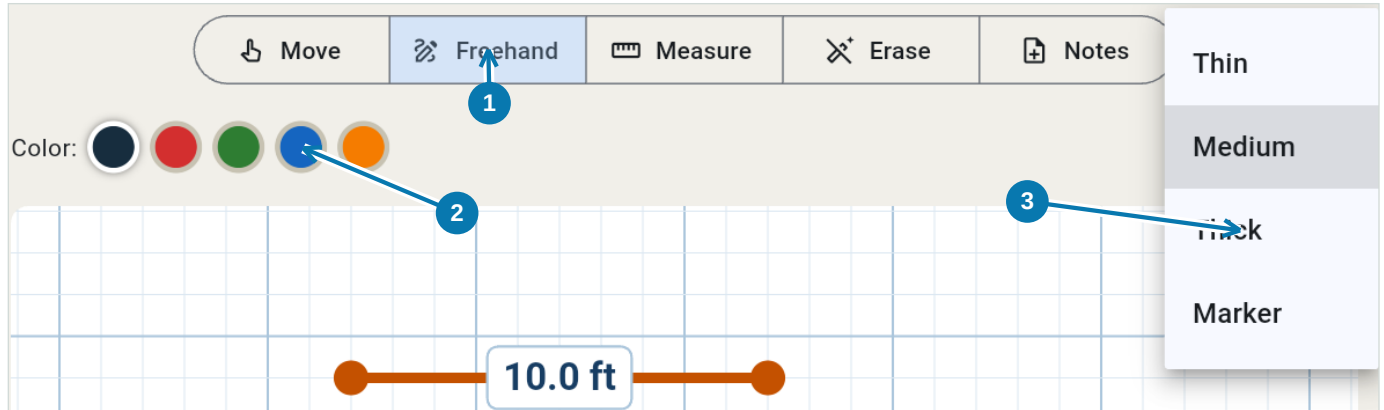
Next: Choose the editor tool for drawing, measurement annotation, erasing, or notes.



Before drawing: the empty sketch editor.

Choose drawing color and thickness

HOUSE DIAGRAM AND NOTES



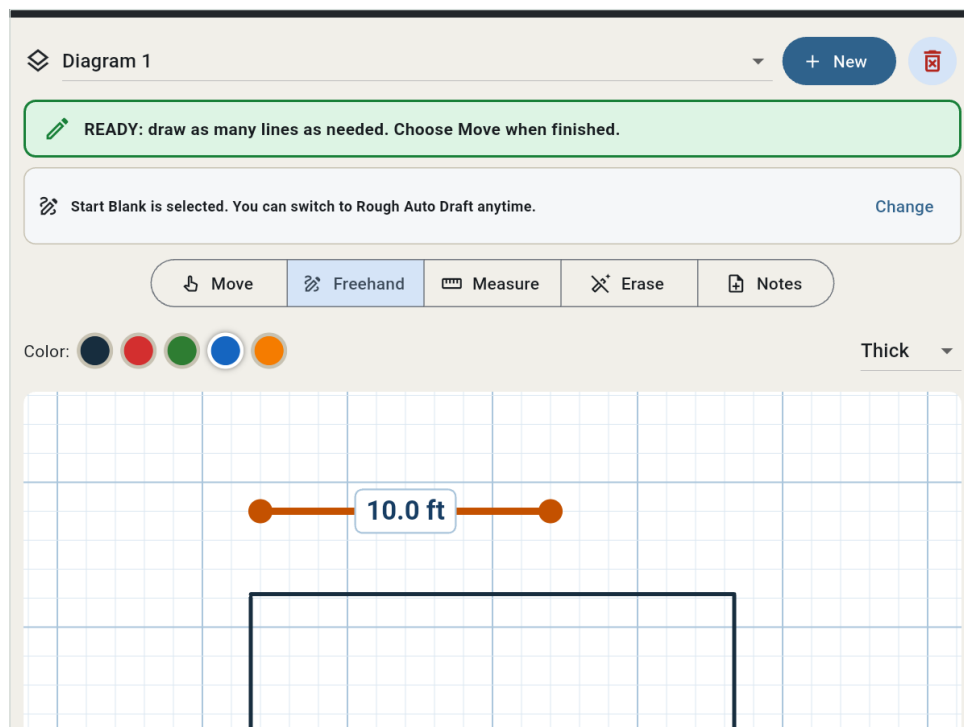
1. Select Freehand before drawing with your finger. Move instead lets you reposition the view without adding a stroke.

2. Tap a color circle for your next stroke. Existing lines keep their previous color.

3. Open the thickness chooser and select Thin, Medium, Thick, or Marker. The demonstrated change applies to new strokes rather than redrawing the outline.

The orange 10-foot annotation shown here demonstrates the Measure tool. It is not an additional house wall or a measurement of the rectangle beneath it.

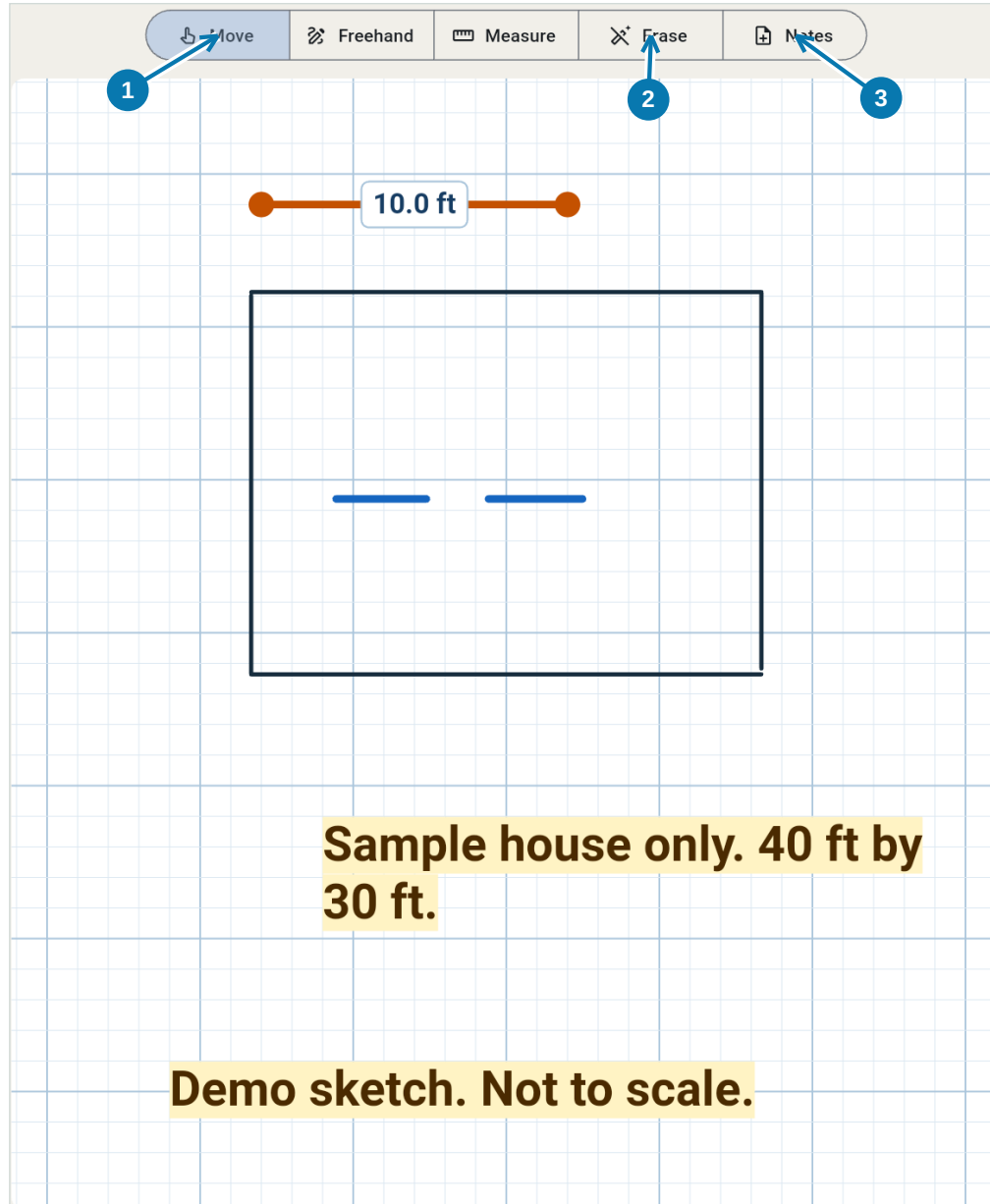
Next: Return to Move to inspect the drawing, or use Erase and Undo to correct it.



After drawing: the new blue stroke does not recolor the earlier outline.

Read the diagram tools and example

HOUSE DIAGRAM AND NOTES



1. Move pans the grid. Freehand adds lines; Measure adds a dimension annotation. Zoom changes the view, not your saved building dimensions.

2. Erase removes part of a drawn stroke. The blue gap is intentional: the walkthrough erased the middle of a thickness-demo line. It is not a door or missing wall.

3. Notes adds text to the sketch. Label a freehand sketch Not to scale when appropriate. Written dimensions remain separate from the drawn outline.

The drawing and note remained saved after leaving and reopening the editor. Always review your own diagram for accurate orientation and labels before including it in a report.

Next: Return to the audit and use Final Check to review required entries and photographs.

Use Final Check before preparing reports

REVIEW AND REPORTS

The screenshot shows the 'Final Job Check' form. At the top, a green box labeled 'Final Review — Ready' with a checkmark icon and the text 'Required fields and photos are complete.' is pointed to by a blue arrow and the number 1. Below this is an orange box with a bell icon and the text 'Do not forget to pick up your equipment before leaving the job.' A blue arrow and the number 2 point to the 'EQUIPMENT & SITE CHECKLIST' section, which shows 'Optional fields · 0 of 1 fields filled' and a dropdown menu set to 'N/A'. Below that is a green box for 'AUDIT CONFIDENCE' showing 'Complete · 1 of 1 fields filled' and a dropdown menu set to 'N/A'. Another green box for 'FINAL NOTES' shows 'Complete · 1 of 1 fields filled' and a dropdown menu set to 'N/A'. At the bottom, a large orange button labeled 'Create Work Order' with a checkmark icon is pointed to by a blue arrow and the number 3. Below the button is a contact email 'Contact Us: wxmobileforms1@gmail.com' and a feedback prompt: 'Send feedback, a review, update ideas, a thank-you, or details about any issue you are experiencing.'

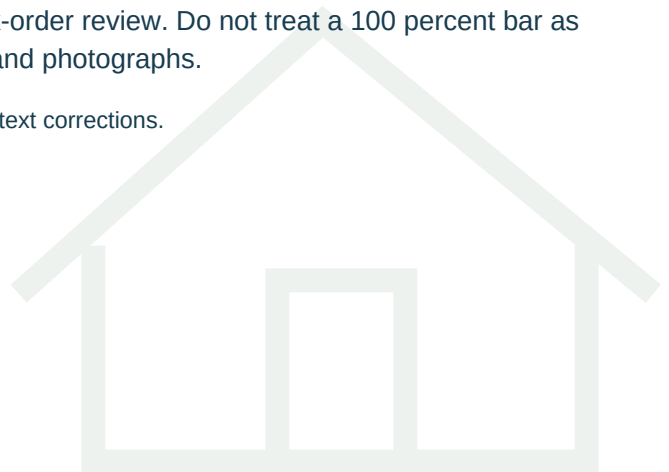
1. Read Final Review. Ready means the required fields and photo slots are complete. If items are missing, use the list to return to their category.

2. Open Equipment & Site Checklist and confirm only actions you actually completed.

Select Audit Confidence honestly: Complete - ready to submit, Needs office review, or Return visit required. Record outstanding issues in Final Notes.

3. Create Work Order takes you to the contractor work-order review. Do not treat a 100 percent bar as permission to skip checking quantities, scope, notes, and photographs.

Next: Review the generated work order and make any justified text corrections.



Review measures, notes, and quantity units

REVIEW AND REPORTS

BASEMENT		
MEASURE	NOTES	QUANTITY
Foundation perimeter - TMAX to R-10	Add note	200 sq ft
Sills - FBG - Fiberglass Batts to R-13	Add note	140 linear ft
Install TMAX / weatherstrip on basement exterior door	Add note	1
Install 2 inch TMAX foundation insulation	Sample north foundation wall.	200 sq ft
Edit measure	Sample sill and rim joist areas.	-

1. Measure is the editable work description. Review what carried over from the audit before changing the wording.

2. Notes belongs to that work-order item. Add clear scope details in this column; do not put instructions into the quantity.

3. Quantity is carried from the audit. The illustration has 200 square feet for foundation insulation and 140 linear feet for sills. These are different units; do not interchange them.

Rows containing only section notes are explanatory rows, not additional measured work. To correct the underlying quantity, return to its audit entry and recheck the work order.

Next: Scroll through all sections, then use Preview / Print Work Order.



Preview the contractor work order

REVIEW AND REPORTS

WEATHERIZATION WORK ORDER

WMF Training House - Manual Walkthrough

NO PRICING

Client: WMF Training House	Job #: WMF-MANUAL-001
Address: 100 Example Lane, Springfield	Audit date: 2026-10-13
Auditor: Sample Inspector	

WALLS

MEASURE	NOTES	QUANTITY
Vinyl wall area		2190 sq ft net

WINDOWS & DOORS

MEASURE	NOTES	QUANTITY
Install door sweep		1
Install weatherstripping		1

ATTIC

MEASURE	NOTES	QUANTITY
Attic 1 - R-44 to R-60	Fill to R-60	1200 sq ft
Attic and Knee Wall Access - Cut and Close	Fictional access example.	1
Install Ridge Vent (per linear ft)		22 linear ft
Install proper vents		24
	Fictional example: attic bypasses and top plates.	-

BASEMENT

MEASURE	NOTES	QUANTITY
Foundation perimeter - TMAX to R-10		200 sq ft
Sills - FBG - Fiberglass Batts to R-13		140 linear ft
Install TMAX / weatherstrip on basement exterior door		1
Install 2 inch TMAX foundation insulation	Sample north foundation wall.	200 sq ft
	Sample sill and rim joist areas.	-

AIR SEALING

MEASURE	NOTES	QUANTITY
Attic air sealing		3 hours
Basement air sealing		2 hours
Total air sealing		5 hours

MISCELLANEOUS

MEASURE	NOTES	QUANTITY
Install ASHRAE ventilation fan - Bath fan		1
CAZ Testing	No physical test performed. Sample values for manual only.	1
Blower Door Test	Fictional readings for manual only. No physical test performed.	1

Generated from the Energy Audit Field Kit. Verify final scope requirements before contractor assignment.

Preview / Print Work Order opens the plain contractor PDF. It contains measures, notes, and quantities, with no pricing or photographs.

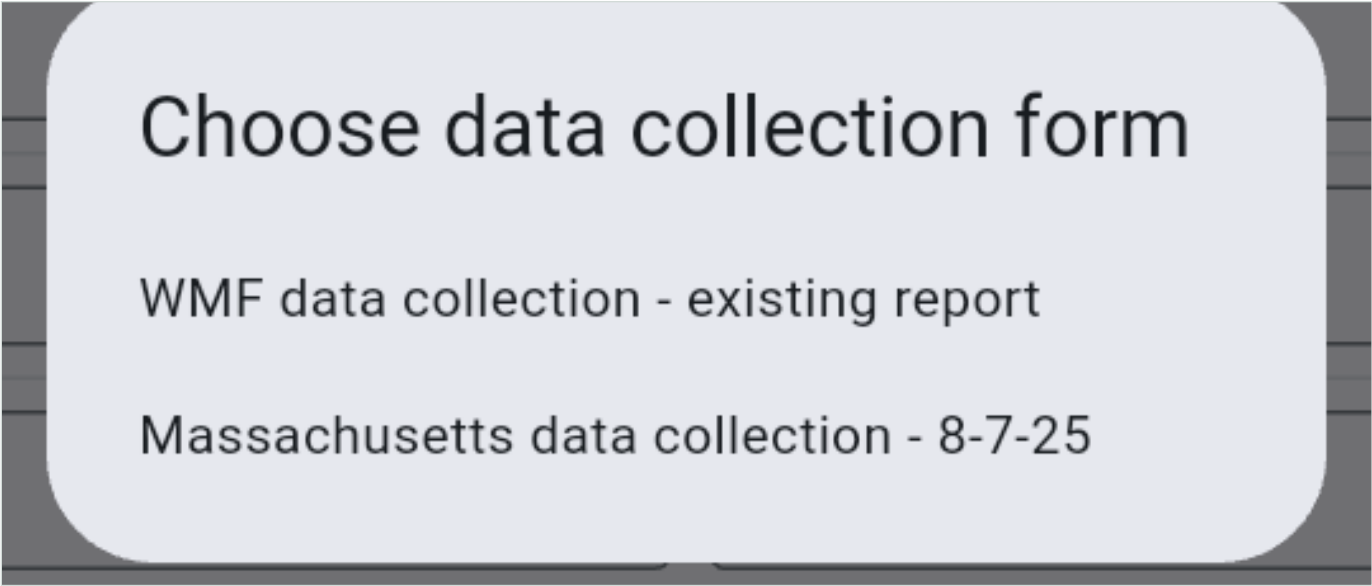
Check the client, address, job number, auditor, and date before reviewing scope. The number of pages depends on the job scope.

The printer icon opens Android's print controls. The share icon opens the sharing route. Opening a preview is not the same as sending or printing it.

Next: For the full audit report, return to the audit and tap the top PDF Report icon.

Choose the data-collection report

REVIEW AND REPORTS



The top PDF Report icon opens a choice between WMF data collection - existing report and Massachusetts data collection - 8-7-25.

This walkthrough selects WMF data collection. It is separate from the original Massachusetts template even though its report heading references a Massachusetts energy audit.

Use the form your office requires. Original Massachusetts field mapping and editing are a separate, deferred review; this chapter does not claim those mappings were verified.

Next: Inspect the report preview, then choose printing or sharing only after review.

← WMF Audit PDF Report

Massachusetts Energy Audit
WMF Training House - 100 Example Lane
Audit date: 2026-10-13 Auditor: Sample Inspector Job #: WMF-MANUAL-001

Job Info

JOB
Auditor: Sample Inspector
Prior Work: No
Client Name: WMF Training House
Electric utility: Eversource
Heating fuel type: Natural gas
Client Intake Coordinator Notes:
Fictional manual example. Verify all real job details with the office.

ELIGIBILITY & BUILDING
Eligibility: Fuel Assistance
CLIENT
Email subject (editable before sharing): WMF Training House - Sample Audit
BARRIERS TO WAP
Are there barriers to WAP?: Yes

Job Details
Audit date: 2026-10-13
AMP Needed: No
Address: 100 Example Lane
Fuel utility: Eversource
Year built: 1985
Building type: 1 Fam
Client health concerns: Fictional example: no health concerns reported.
Barrier types: Storage issues

Client Info
DOE: Yes
Job #: WMF-MANUAL-001
City: Springfield
Name on utility account (if different): Sample Account Holder
Ownership: Owner occupied
Client energy / comfort concerns:
Fictional example: drafty upstairs bedroom in winter.
Details / prioritize barriers needed:
Fictional example: stored boxes block

Open the selected report and review its pages before delivery.

Choose additional work-order items

REVIEW AND REPORTS

Work Order

1

K&T

2

LH 2

3

PDS

This is the plain contractor work order. Each measure has its own quantity and editable work note. No prices or photos are included.

1. K&T means Knob & Tube inspection. Tap to include the item; the dark button indicates it is selected. Tap again to switch it off. Selecting it does not certify that an inspection was performed.

2. LH means Labor Hours. Open the dropdown and choose the applicable number. The screen shows LH 2, which adds a Labor hours row with quantity 2.

3. PDS means Pull-down stairs. Tap to include that work-order item; tap again to remove it. Use only the scope authorized for the job.

Review the selected items under Miscellaneous.

Next: Review the resulting descriptions and quantities before sharing.

Install 2 inch TMAX foundation insulation	Sample north foundation wall.	200 sq ft
Edit measure	Sample sill and rim joist areas.	-

AIR SEALING

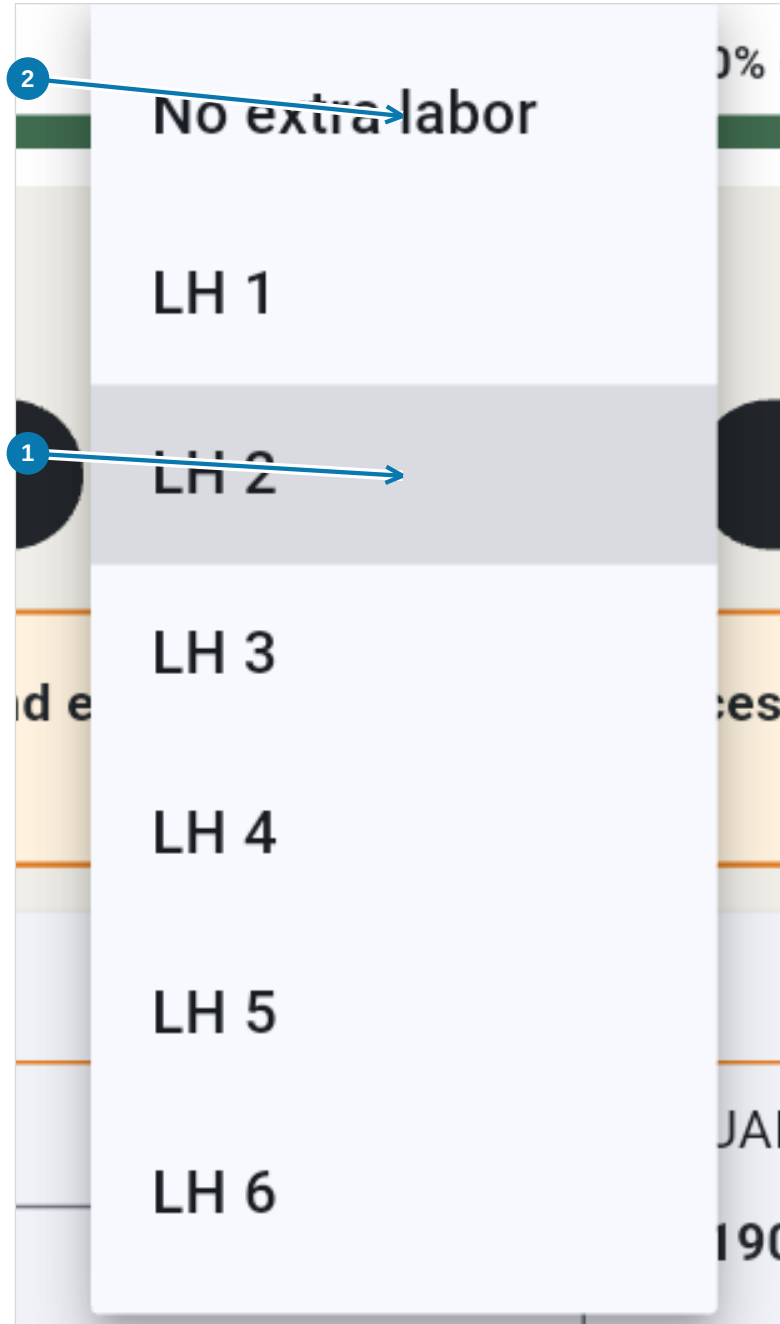
MEASURE	NOTES	QUANTITY
Attic air sealing	Add note	3 hours
Basement air sealing	Add note	2 hours
Total air sealing	Add note	5 hours

MISCELLANEOUS

Review the item list after changing the additional-work selections.

Inspect the labor-hours choices

REVIEW AND REPORTS



1. Tap the required labor-hours entry, LH 1 through LH 6. The walkthrough selected LH 2 and confirmed it remained selected after leaving and returning to Work Order.

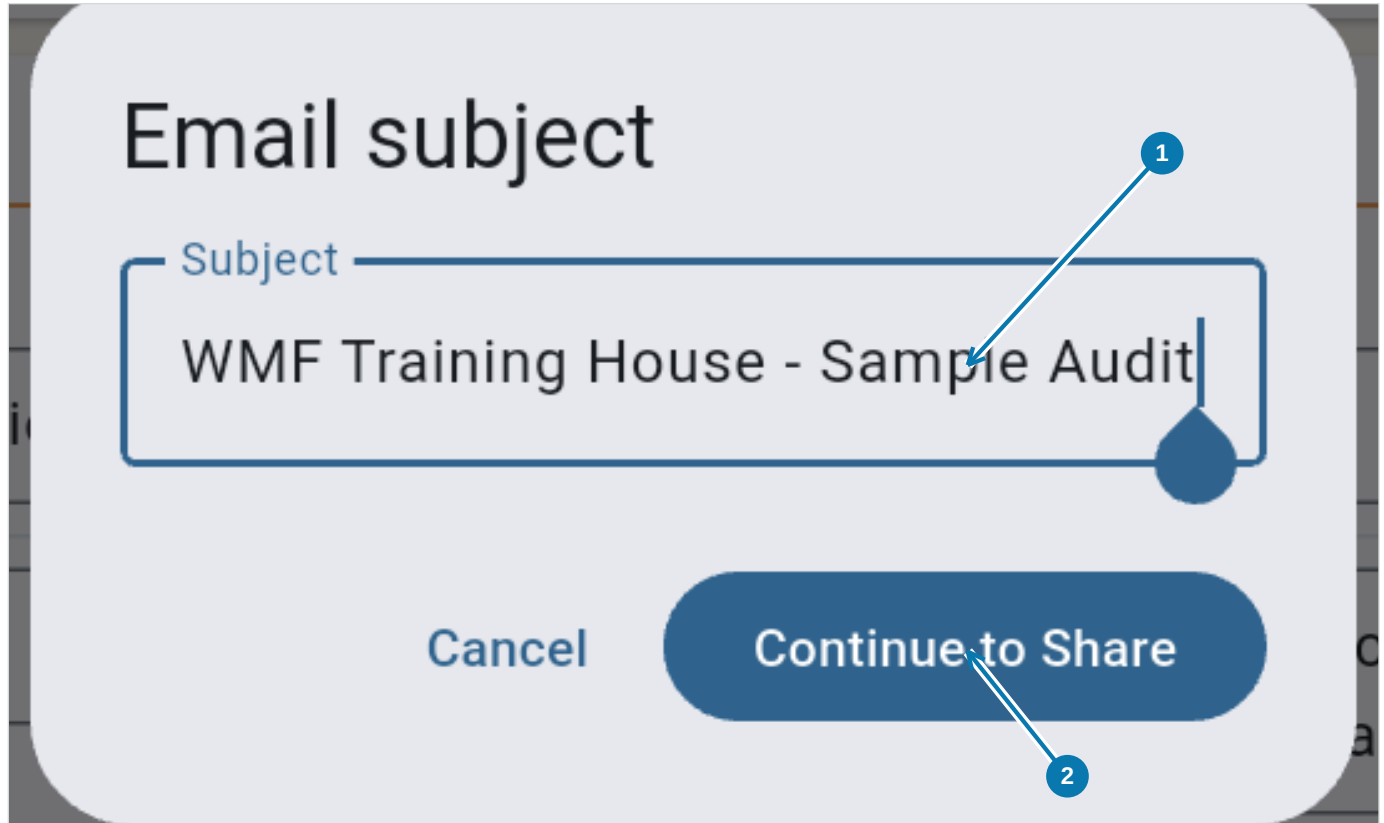
2. Choose No extra labor to clear the separate Labor hours item. The tablet walkthrough confirmed that this removed Labor hours while keeping the selected Knob & Tube and Pull-down stairs items and their notes.

Labor Hours is a separate work-order item. It does not replace the attic and basement air-sealing hours entered elsewhere in the audit.

Next: Check Miscellaneous for the added Labor hours row.

Check the subject before sharing

SHARING A CONTRACTOR WORK ORDER



From the bottom of Work Order, tap Share Work Order PDF. The app first asks you to review the email subject.

1. Tap the subject field if you need to change its wording. Use a clear job identifier and check the client and unit before continuing.
2. Continue to Share opens Android's sharing choices. Cancel returns without sharing. Continuing to the chooser does not itself deliver the report.

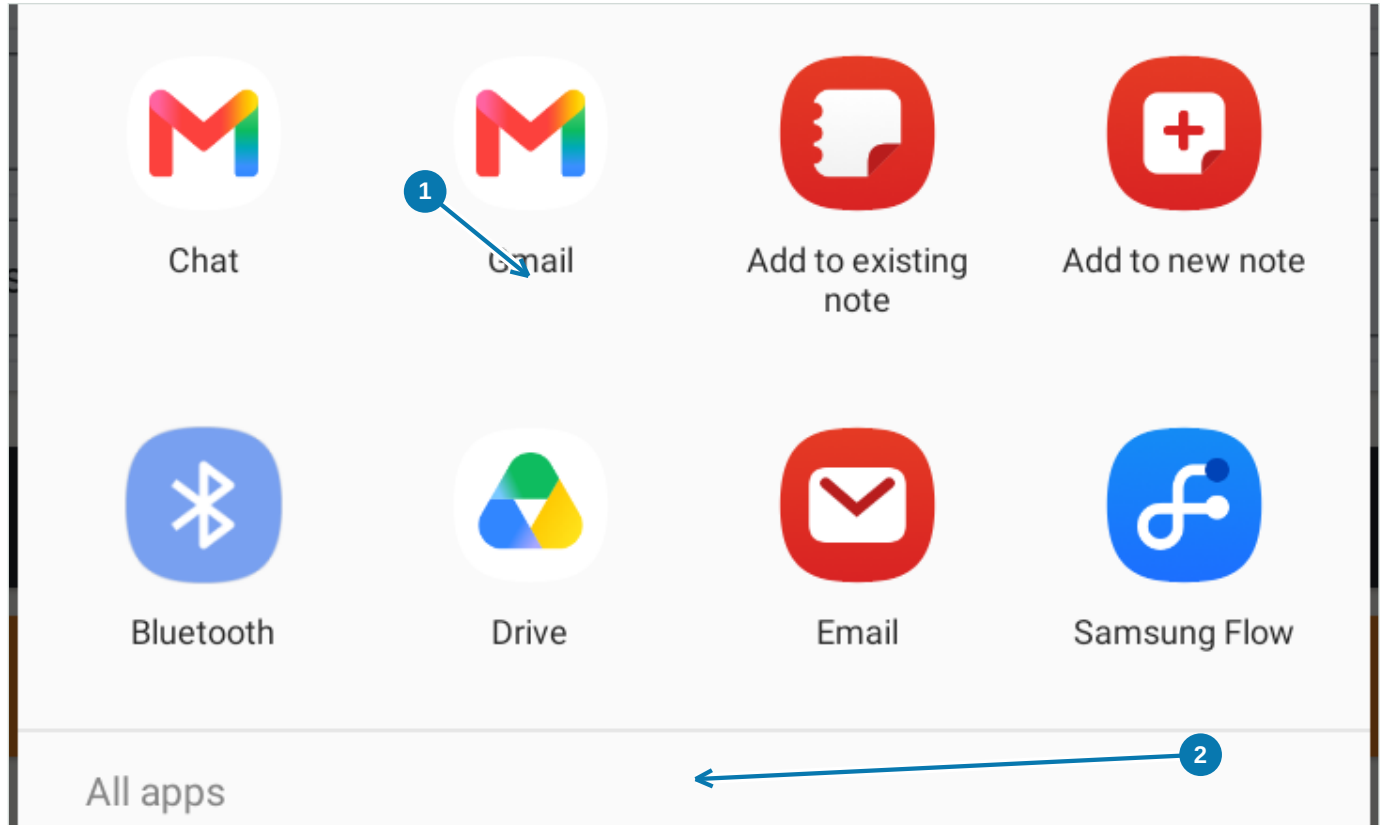
Do not put sign-in codes or unnecessary sensitive client information in a subject line.

Next: Choose an approved destination and check its recipient and attachment before sending.



Choose a destination, or cancel safely

SHARING A CONTRACTOR WORK ORDER



1. Android lists apps installed on this tablet, such as Gmail, Email, or Drive. Your tablet may show different choices. Use the destination approved by your organization.

2. All apps shows more destinations. Do not choose Bluetooth, Quick Share, or a cloud destination simply because it is available; verify the intended recipient and your organization's handling rules.

Use Android Back to cancel. When choosing an email app, check the composed message, recipient and attached PDF before tapping Send.

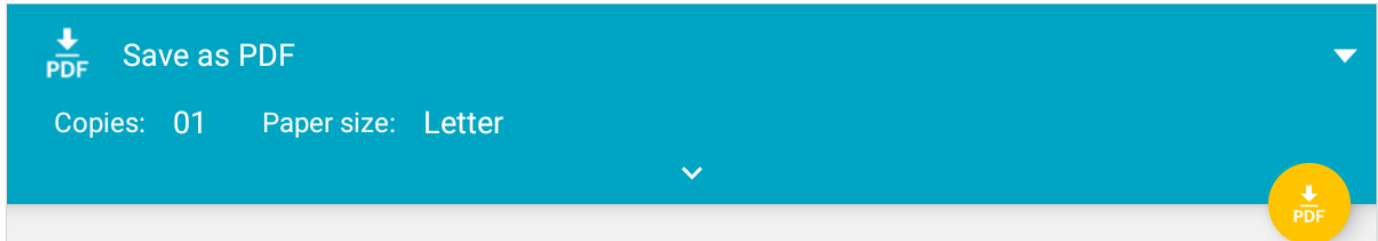
The shared contractor work order has no prices or photos. Use the full audit-report or export route when the recipient needs those other audit contents.

Next: Return to the audit to review the full report or export options.



Print or save a reviewed PDF

REPORTS / ANDROID



Open the intended audit report and review its pages. Choose the printer control to open Android print preview. This is a separate step from sending an email.

At the top of print preview, choose an available printer or Save as PDF. Expand the print options to check paper size, orientation, page range and copies. Printer availability depends on the device and network setup.

For a paper copy, confirm the correct printer and pages before tapping Print. For Save as PDF, tap the save control, select a folder and confirm a recognizable filename.

Open the saved file or inspect the printed pages. Check client identity, units and page boundaries. Reaching print preview alone does not mean a document was printed or saved.

Next: Review the saved values, then continue to the next category.



Review, reopen and correct

PRACTICAL CHECKS

Before leaving a category

Close the keyboard, check the saved value, then switch away and return if you need to verify it. Reopen green groups to review their entries. If an entry did not remain, correct it before relying on the report.

If a group remains incomplete

Expand it and look for a blank visible field, a conditional quantity revealed by Yes, an unfilled row, or a required photo. Do not mark unrelated items N/A merely to raise the percentage.

If a photograph looks blurry

Open the thumbnail and inspect it at a larger size. Retake it or select a clear image. The library route is separate from taking a new photo. The deferred camera repair is not part of this manual.

If a report takes time

Tap once and allow generation to finish. Do not repeatedly request the same report while it is loading. Review the generated pages, quantities and unit labels before sharing or printing.

Before using the Massachusetts form

Select the intended form from the report chooser and inspect its populated fields. The separate one-to-one mapping review is not completed by this manual; do not assume every field has transferred correctly.

If a job file will not import

Use the Coordinator-provided .wmfjob file for Imported Audit. An exported ZIP is not accepted by that entry point. Confirm the job is intended for the approved account, and preserve the original file when asking for help.

Protect saved work

Do not uninstall the app, clear storage or delete an audit to troubleshoot a slow screen. Check with your administrator before recovery or device-transfer operations. Do not send screenshots containing client information to an unintended recipient.



Terms and final handoff checklist

QUICK REFERENCE

N/A: Not applicable. **DHW:** Domestic hot water. **AC:** Air conditioning. **FHW:** Forced hot water. **AFUE:** Annual Fuel Utilization Efficiency.

CAZ: Combustion Appliance Zone. **CO:** Carbon monoxide. **Pa:** Pascal, a unit of pressure. **CFM:** Cubic feet per minute. **CFM50:** Airflow reported at 50 pascals.

ZPD: Zone Pressure Diagnostics. **NFA:** Net Free Area for ventilation. **R-value:** Resistance to heat flow. **LF:** Linear feet. **SF:** Square feet. **BTU/h:** British thermal units per hour.

DOE: Department of Energy. **WAP:** Weatherization Assistance Program. Use your organization's definition and instructions for program-specific fields such as AMP and Red Calc; this guide does not assign those fields a new policy meaning.

Before handoff: Confirm client name, job number, address, audit date, eligibility and utility information. Verify actual measurements and calculated totals. Review every required photo and its location.

Final Check: Resolve missing required entries and photographs. Complete physical-site checklist items only when actually performed. Select the appropriate confidence/review status and describe unresolved conditions.

Report review: Choose the intended report, inspect every page, confirm the scope and quantities, and check notes and photographs. The work order excludes prices and photographs; use the full audit report when those details are needed.

Delivery: Verify the destination and attachment before sending. Opening a sharing chooser is not proof of delivery. Keep the saved audit available for corrections and follow your organization's retention process.

