

Multifamily Weatherization Program



How to Select a *Weatherization Contractor*

If you wish to hire a contractor to install weatherization measures, we offer the following suggestions:

- **Ask for Seattle City Light's list of participating contractors, consult friends or neighbors, or look in the Yellow Pages under "Insulation" or "Window Contractors."**
- **Ask the contractor for evidence that they are licensed and bonded by the State Department of Labor and Industries and that they have a Seattle Business License (if they are doing business within the city limits).**
- **Ask at least three different contractors for written estimates. Be sure to describe the job identically to each one. Estimates are generally given free of charge.**
- **Ask the contractor for recent references from previous customers. Call the references and visit the job site if you can. Call the Better Business Bureau for the contractor's status at (206) 431-2222 24-hour recording).**

What To Look For On The Bid Or Contract

When you receive your bids from each contractor, be sure all commitments are in writing. Verbal promises are not good enough. Ask the contractor to explain items or terms you do not understand. The bid or contract should include the following items:

- How you are to pay the contractor for their services.
- The date the job will start and end - usually different for insulation and windows. Windows are custom-built by the manufacturer and can take 4-8 weeks to deliver.
- Ask for a warranty from the contractor, not just one from the manufacturer. The warranty should last long enough for you to be sure the job was done properly - 6 months to a year. For windows, ask for two warranties - one from the window manufacturer and one from the contractor. Make sure the warranties explain whether labor is included or if replacement costs are prorated over time.

City Light offers up to 85% discount for common area lighting upgrades and a 50% discount for attic/crawl space insulation.

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After the Weatherization Job

- You should receive a **Weatherization Certificate from the contractor stating the installation date, location and type of material(s) installed, thickness and R-value.**
- **The contractor is responsible for all cleanup and debris removal.**
- **To insure that the job will be completed as specified, do not make final payment until after you check that the work was completed as specified on the bid or contract.**

Questions?

Most of the time weatherization work goes smoothly. If you have a question about your planned installation and would like to talk with a Seattle City Light weatherization professional, please call the Conservation Help Line at (206) 684-3800.



Printed on recycled paper. NER#520 (01/08)

Insulation

- Look for the brand name of the material to be used and its flame retardant capabilities. (If cellulose is installed, inspect the bags at the time of installation for a UL label for flame retardant capabilities.)
- If blown-in insulation is specified, the number of bags of material needed.
- Where and how the material will be installed.
- The R-value of each type of insulation materials to be installed.
- The square footage of each area to be insulated.
- The number of vents to be installed: including type, appearance and location on the roof and/or around the crawl space perimeter.
- The number of fans in the attic or crawl space which must be extended and/or baffled.
- The number of recessed lights and other heat producing devices which must be baffled.
- The extent to which the contractor will clean up and/or repaint if wall insulation is installed.
- The size, type and thickness of any vapor barrier that will be installed.

Windows

- Special features: type of glass (tinted, safety, etc.); type of opening (awning, slider, hopper, etc.); U-Factor (should be less than .35); how U-factor is achieved (low-e, argon); manufacturer and warranty period.
- Color and material of each type of frame to be installed, and location.
- What materials will be used to finish the job, e.g., clear cedar, tight-knot cedar, and how the material will be finished, e.g. primed, painted, clear finish, etc.

Preparing for the Installation of Your Weatherization

Insulation

- Some insulation, when blown in the attic or walls, may filter into the house and create dust. Be prepared to vacuum afterward.
- Cover furniture and all items near the attic hatch with sheets or tarps. If the hatch is in the closet, it is best to remove all clothes from the closet.
- Be prepared to clean fingerprints from attic hatches. Also, make sure the attic hatch is insulated and weatherstripped.
- Ask the contractor to save all of the empty bags of insulation so that you can compare them with the number of bags specified on the bid.

Windows

- The old windows may have to be broken for removal. Move the furniture away from the windows. Remove all valuables or cover them with sheets or tarps to protect them from small bits of broken glass.
- The new windows are usually installed the same day.