



## Instructor Agenda

<b>Crew Leader Day 1</b>		
<b>Time</b>	<b>Activities</b>	<b>Documents, Media or Props</b>
9:00	Introductions, Housekeeping Agenda	
	<b>Domain 1 – Develop and/or Review the Work Order</b>	
9:30	Identify and handout necessary paperwork  Evaluation and Discussion of Audit and Homeowner Concerns/Discuss strategy for subsequent corrective actions  How to Develop Production Schedules for Crews and Sub-contractors	Indiana State Weatherization Policy & Procedure Manual-Section 600  Indiana Weatherization Field Guide - Ch.1/ Wx Process & Ch. 3/ Health and Safety (Codes, etc.)
	<b>Domain 2 – Identify Materials and Staffing Needs</b>	
10:30	Identify required skill sets for crews and contractors necessary for the job  How to determine amount of time and number of workers required to complete the job  Obtaining the materials and equipment necessary for the job and proper required equipment maintenance procedures  Review 2-Part Foam standards (Ignition barrier requirements)  Identifying the required Personal Protective Equipment for the job	WXTVonline.com episode review and view a few selections  Site Built Work Order Mobile Home Work Order  “Insulation Machine Set-up and Maintenance”- INCAA Video  Indiana Weatherization Field Guide – Ch. 2/ Building Model  “How to Set Up, Use and Maintain 2-Part Foam Kits” – INCAA Video  View 2-Part Foam Slide Presentation  PPE Classroom Props
12:00	<b>Lunch</b>	



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	<b>Domain 3 – Develop Plan to Execute Work Order On Site</b>	
1:00	Establishing rapport with client and determining their expectations	
1:15	<p>How to Conduct an Interior and Exterior Visual Home Inspection Review with the Crew in order to:</p> <ul style="list-style-type: none"> <li>- Confirm with the client the completion of any prerequisite work</li> <li>- Perform initial job site safety inspection</li> <li>- Develop site specific safety plan to address any unsafe conditions and possible hazards (Strategic upgrades to knob and tube wiring)</li> <li>- Document pre-existing conditions</li> <li>- Ensure work areas are accessible and ready for work measure activities</li> <li>- Identify need for any changes to the work order</li> <li>- Adjust work schedule as needed</li> </ul>	<p>Indiana Weatherization Field Guide – Ch. 1/ Wx Process and Ch. 3/Health and Safety</p> <p>“Basic Electrical Inspection”- INCAA Video</p> <p>Site Built Work Order Mobile Home Work Order</p>
2:30	<p>How to conduct an informative walk through with the homeowner in order to:</p> <ul style="list-style-type: none"> <li>- Explain what the crew will be doing/deal with questions and concerns</li> <li>- Verify specific homeowner issues (allergies, valuable items, etc.)</li> <li>- Obtain all necessary signoffs before work begins</li> </ul>	<p>Indiana Weatherization Field Guide – Ch. 1/ Wx Process</p> <p>Site Built Work Order Mobile Home Work Order</p>



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	<b>Domain 4 – Prepare the House to Execute the Work Order</b>	
3:00	Protecting the interior and exterior of the home  Setting up proper containment when necessary  Initial test in procedures (Blower door, room to room pressure differentials, IR scanning, combustion appliance testing, etc.)  Making any necessary work order revisions based on current conditions	“Lead Safe Work Practices” – INCAA Video  Indiana Weatherization Field Guide – Ch. 1/ Wx Process, Ch. 3/ Health and Safety and Ch. 5/ Air Flow  Indiana Weatherization Field Guide – Ch. 2/ Building Model
4:00	<b>End of Day 1</b>	



## Instructor Agenda

<b>Crew Leader Day 2</b>		
Time	Activities	Documents, Media or Props
	<b>Domain 5 – Execute Work Order and Manage Project</b>	
9:00	Job site safety for crews and contractors  Communicating with crew to ensure job efficiency <ul style="list-style-type: none"> <li>- Dealing with unexpected issues, materials and tools not specified on the original work order, etc.</li> </ul> Documentation of work progress and work order changes	Indiana Weatherization Field Guide – Ch. 3/ Health and Safety  Site Built Work Order Mobile Home Work Order
10:30	Maintaining quality control <ul style="list-style-type: none"> <li>- High density Insulation</li> <li>- Smoke testing attic before insulating</li> </ul> Maintaining clean containment zones  Communicating with homeowner through the weatherization process as necessary  Keeping track of resources used <ul style="list-style-type: none"> <li>- Materials</li> <li>- Man hours</li> <li>- Wall insulation bag counts</li> </ul> Verifying that installers are documenting material usage properly	Home Energy Article – “First Things First: Insulating Wall Cavities”  Indiana Weatherization Field Guide – Ch. 2/ Building Model  Site Built Work Order Mobile Home Work Order
12:00	<b>Lunch</b>	
1:00	Guiding the crew in work practices, safety and professionalism  Monitor contractors in job site compliance  End of day “walk through” to verify completion of daily tasks and appropriate clean up	



## Instructor Agenda

<b>Crew Leader Day 2</b>		
<b>Time</b>	<b>Activities</b>	<b>Documents, Media or Props</b>
	<b>Domain 6 – Job Finalization Activities</b>	
2:00	<p>Perform “walk through” to verify all components of the work scope have been completed</p> <p>Perform complete test-out procedure</p> <ul style="list-style-type: none"> <li>- Final blower door</li> <li>- Final daily test out procedure (Worst case draft and combustion testing)</li> <li>- Discuss latest changes to DSTO procedure</li> <li>- Analyzing worst case pressure numbers</li> <li>- IR scanning</li> </ul> <p>Complete final “walk through” with the homeowner</p>	<p>DSTO Form</p> <p>Handout – “What Do the Numbers Mean?”</p> <p>Indiana Weatherization Field Guide – Ch. 1/ Wx Process</p>
	<b>Domain 7 – Final Documentation</b>	
2:45	<p>Obtain all job completion signatures for sign-off</p> <p>Complete all final job documentation</p> <ul style="list-style-type: none"> <li>- Materials</li> <li>- Man hours</li> <li>- Time sheets</li> <li>- Photos</li> <li>- Certified renovator signatures</li> <li>- Any necessary information for inspectors</li> </ul>	<p>Indiana Weatherization Field Guide – Ch. 1/ Wx Process and Ch. 2/ Building Model</p> <p>Site Built Work Order</p> <p>Mobile Home Work Order</p>
3:15	Written Final Exam	Exam
4:15	<b>End of Day 2/Class</b>	