

# Building Envelope Improvement

Minnesota Practice Job Sheet 672

Practice Certification and Checkout Requirements

**Natural Resources  
Conservation Service**

Prepared for: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Farm: \_\_\_\_\_ Tract: \_\_\_\_\_ Date: \_\_\_\_\_

## DEFINITION AND PURPOSE

Development and implementation of improvements to reduce on-farm energy usage or improve the energy efficiency of agricultural facilities.

## REQUIREMENTS

All components, including their installation and workmanship, shall meet or exceed all federal, state and local standards and guidelines.

All components shall be designed and installed in strict accordance with all manufacturers' recommendations and guidelines.

Proper disposal of all outdated components which could be considered hazardous or contain potentially polluting materials shall be in accordance with all federal, state and local standards and guidelines.

Written certification by a licensed or certified professional shall be obtained for all work completed as part of this practice unless noted otherwise. Any required permits or inspections from city, county or state governments shall be obtained by the participant. See [Appendix A](#) for licensing or certification requirements for each payment scenario and [Appendix C](#) for a template of an installation certification statement.

## PRACTICE CERTIFICATION REQUIREMENTS

The following documentation is required prior to practice certification:

- Copy of all receipts and invoices required to verify quantities which include make, model, manufacturer and quantity installed.
- Photographs (either hardcopy or digital files) of completed work. As a minimum, include a wide-angle exterior view of the structure where improvements are installed and a picture of each installed component from a distance that is appropriate for the component to be readily identified.
- Certifications, as required. See [Appendix A](#) for certification requirements for each payment scenario and [Appendix C](#) for a template of an installation certification statement.

The participant certifies that the receipts, invoices, pictures, and certifications presented as documentation represent the materials and workmanship necessary for the equipment to fully function and he or she does not hold the NRCS responsible for any damages associated with the installation, operation and maintenance of such components.

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

**CHECKOUT**

The NRCS verifies that all submitted plans and specifications have been met for the installation of this conservation practice standard, including examination of the required documents and photographs.

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Authorized NRCS Agent Name (please print) Title

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Authorized NRCS Agent Signature (Must have appropriate JAA) Date

**OPERATION AND MAINTENANCE**

All components shall be operated in accordance with all manufacturers' recommendations. In addition, all warnings and cautions shall be observed. Repair or replace items, as needed, to maintain the system in good operating order for the expected life of the practice.

Installation records, including certifications and all manufacturers' installation, operation, maintenance and users guides shall be retained and a copy provided to NRCS.

Documentation of maintenance conducted on any components shall be retained.

Maintain records to document energy improvements for a minimum of 5 years from the beginning of operation. Records shall include monthly utility bills and fuel purchases.