



**NATIONAL AIR DUCT CLEANERS ASSOCIATION**  
Providing a Clean and Healthy Indoor Environment

## How To Select A Commercial Contractor

- 01 Can the company show proof of NADCA membership and certification?
- 02 How long has the contractor been in the residential HVAC system cleaning business?
- 03 Can the contractor provide you with evidence of the current Worker's Compensation and General Liability Insurance coverage? (Ask for Certificate of Insurance)
- 04 Does the contractor possess the proper Licenses that are required by your city or state to perform the work they are proposing? (Not all cities or states require licenses - [click here to check your state.](#))
- 05 Can the contractor provide you with 3 to 5 customer references with phone numbers for projects of similar size and scope of work which they provided service in the last year?
- 06 Does the contractor have written safety, respiratory, and confined space programs in addition to OSHA compliance reports?
- 07 Will the contractor provide you with a means to conduct a visual inspection at any time during the cleaning? (Mirror and flashlight, camera or other remote visual systems)
- 08 Will the contracting company actually do the work? (Some companies subcontract the work to independent contractors. You will want to apply these guidelines for subcontractors as well.)
- 09 Will the company be assigning an Air Systems Cleaning Specialist (ASCS) to your project that will be responsible for the complete project?
- 10 If there is any remediation of mold or other biological contamination does the company have a Ventilation System Mold Remediator (VSMR) on staff.