



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

## HOW TO SELECT A RESIDENTIAL 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)
- 05 Will the contractor provide you with 3 to 5 customer references with phone numbers for which they provided service in the last 30 days?
- 06 Will the contractor conduct a thorough inspection of your system PRIOR to performing any work and alert you to any problems? This is required by the current NADCA Assessment, Cleaning & Restoration of HVAC Systems (ACR) Standard.
- 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 contractor be cleaning the complete system, including coils and fans?
- 09 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.)
- 10 Is the contractor giving you a guaranteed price before the inspection? This may expose you to extra costs. Finding mold in the system, damaged fiberglass insulation, cleaning or treating cooling coils may become add-on costs.