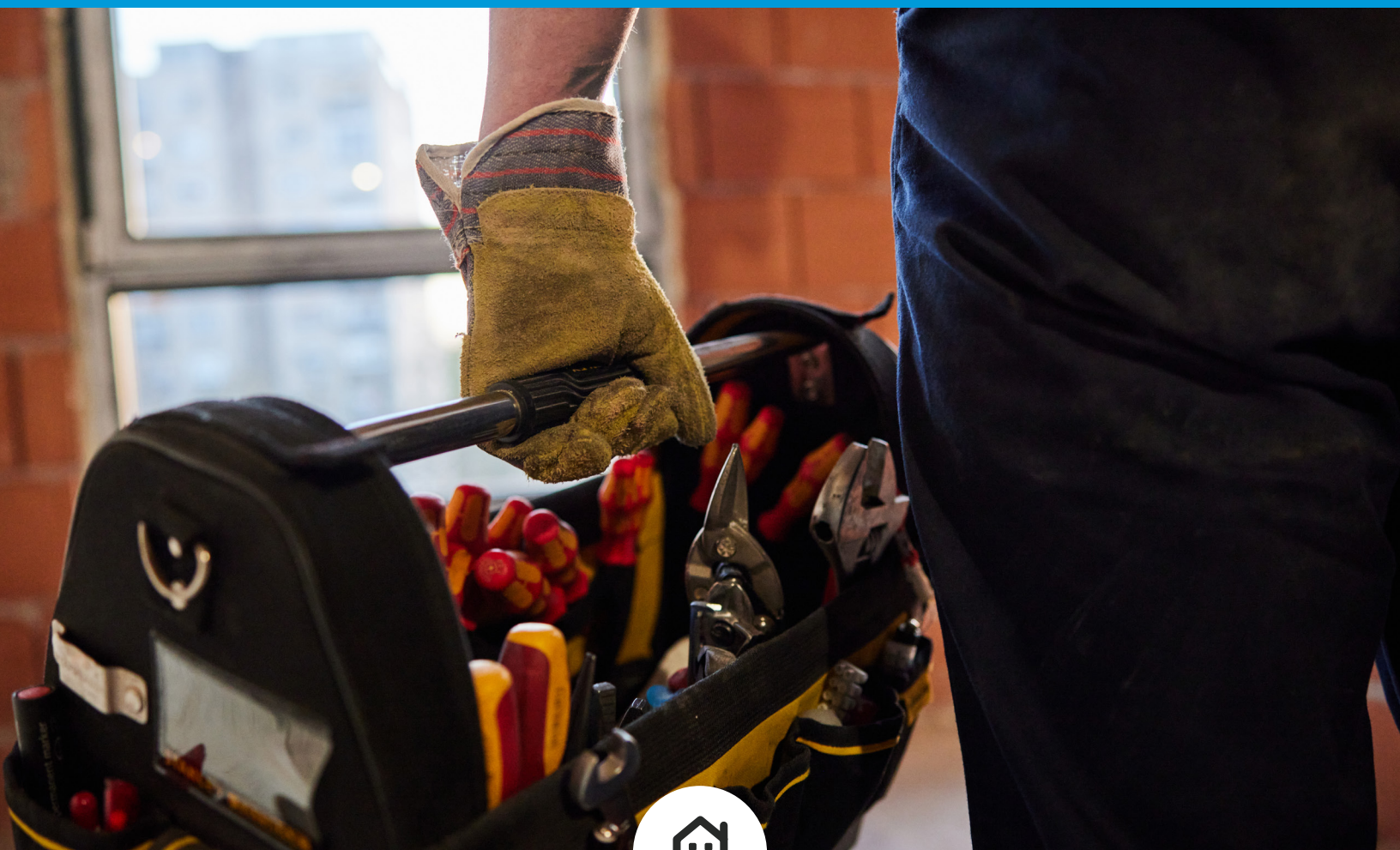


Clean Heat Program

Decommissioning Photo Guide



PROGRAM OVERVIEW

The Clean Heat Program includes a range of initiatives to advance the adoption of efficient electric heat pump systems that are designed and used for space and water heating. To qualify for decommissioning incentives, projects must submit a completed Residential Decommissioning Checklist.

All decommissioning projects must follow safe decommissioning practices as outlined in the Program requirements, decommissioning checklist, relevant codes, and standards. Decommissioning must be overseen by a licensed plumber. Effective October 15, 2024 for residential projects Participating Contractors must provide the licensed plumber's name and license number in the Online Intake Tool.

PHOTO SUBMISSION GUIDANCE

To help facilitate easy uploading of site photos into the program Online Intake Tool, it is highly recommended to group photos of similar measures (no more than four pictures per PDF page). The use of PDFs, instead of larger-sized individual photos, will decrease the time required for uploading and simplify photo management. All photos submitted must include the date and time stamp.

Contractors will be notified of missing photo submissions within seven days of application review. Photo submissions must be completed within 30 days of notification. Failure to do so will result in the project being canceled.

All photos must be time-stamped.

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Purpose:

To ensure compliance with decommissioning standards for the removal or reassignment of thermostats during the transition to heat pump systems.

 **Failure Severity: Major**

Checklist Requirements:

Remove thermostat(s) if they will not be used to control the new heat pump.

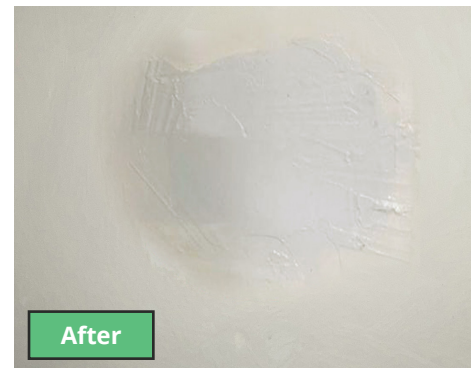
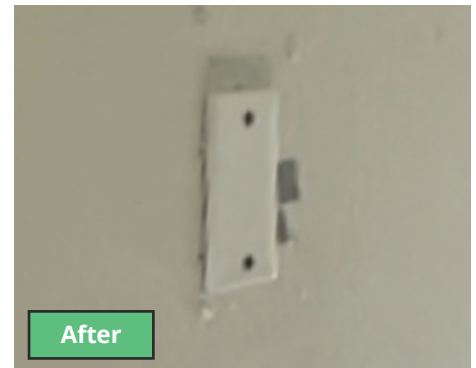
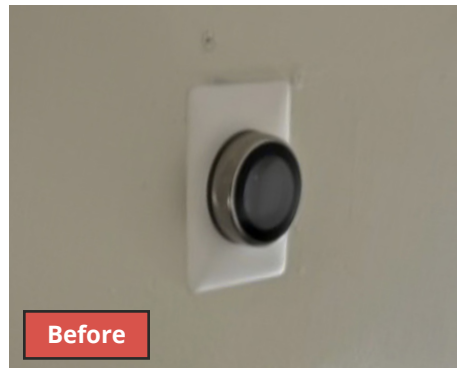
Applicability:

-  Furnace
-  Boiler
-  Gas Systems
-  Oil Systems

Contractor Best Practices:

Inspectors must verify that the contractor-completed Decommissioning Checklist matches on-site conditions.

- Clearly document whether the thermostat is re-used or decommissioned.
- If re-used, provide evidence of its integration with the new heat pump.
- If removed, ensure no exposed wiring is left behind and the wall is patched appropriately.



DE2–Distribution System Boiler-Specific Requirements

Purpose:

To ensure proper sealing of hydronic and steam distribution systems when a boiler is decommissioned as part of a heat pump conversion.

 **Failure Severity: Major**

Checklist Requirements:

Seal hydronic or steam distribution piping according to the system type:

- Hydronic systems: Use metal soldered caps, threaded fittings, press fittings, or brazing.
- Steam systems: Use threaded fittings or a PVC cap with a metal clamp.

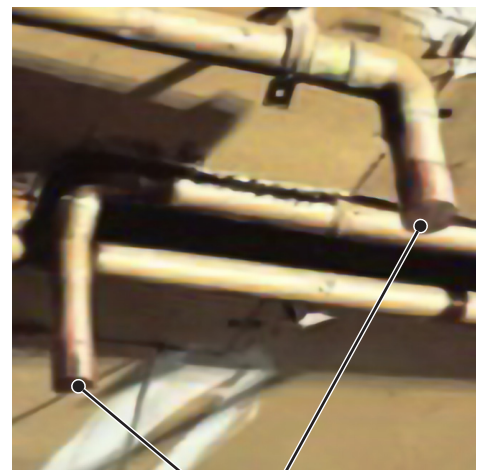
Applicability:

-  Furnace
-  Boiler
-  Gas Systems
-  Oil Systems

Contractor Best Practices:

- Certify whether the decommissioned system is hydronic or steam prior to sealing.
- Use durable, mechanical sealing methods—tape-only solutions are not acceptable.

Correct Examples:



DE2–Distribution System Furnace-Specific Requirements

Purpose:

To confirm that ductwork previously connected to a decommissioned furnace has been properly sealed, preventing unintended airflow or contamination.

Checklist Requirements:

Seal all disconnected ductwork using rigid metal caps and fasteners.

Applicability:

- ✓ Furnace
- ✗ Boiler
- ✓ Gas Systems
- ✓ Oil Systems

 **Failure Severity: Major**

Contractor Best Practices:

- Only use rigid metal caps—do not use foil tape, plastic covers, or temporary materials.
- Secure each cap with mechanical fasteners to prevent loosening.
- Ensure there are no gaps.
- Take close-up photos of fasteners before applying any additional sealing tape (if used).
- Clearly indicate duct sealing completion on the Decommissioning Checklist.

Correct Examples:



Purpose:

To ensure complete removal of legacy space heating equipment when converting to a heat pump system, reducing safety risks and preventing code violations.

 **Failure Severity: Major**

Checklist Requirements:

Completely remove the existing space heating appliance from the site.

Applicability:

-  Furnace
-  Boiler
-  Gas Systems
-  Oil Systems

Contractor Best Practices:

- The previously used heating appliance must not be present anywhere on the premises.
- Remove all components of the decommissioned heating appliance, including the casing, burner, and heat exchanger.
- Confirm removal before submitting the checklist—do not rely on scheduled removal or customer plans to remove.
- Take wide-angle and close-up photos of the location after removal to document absence of the equipment.



DE2–Fuel Storage, Fill Line Removal, and Waiver Documentation

Purpose:

To guide contractors and building owners through the safe and compliant process of either removing or disabling oil and propane storage tanks and associated fill lines after converting to a heat pump system. This bulletin also outlines when and how to use the “Leaving Oil Tank on Premises When Switching to Heat Pumps” waiver form.

Failure Severity: Major

Checklist Requirements:

- Remove the tank and fill line, or disable them per code.
- Seal wall penetrations where fill lines are removed.
- Submit signed waiver if tank is left in place.

Applicability:

- ✓ Furnace
- ✓ Boiler
- ✗ Gas Systems
- ✓ Oil Systems

Key Recommendation From the Program

The Clean Heat Program strongly recommends removing the oil tank to eliminate long-term safety risks and environmental hazards.

Contractor Best Practices:

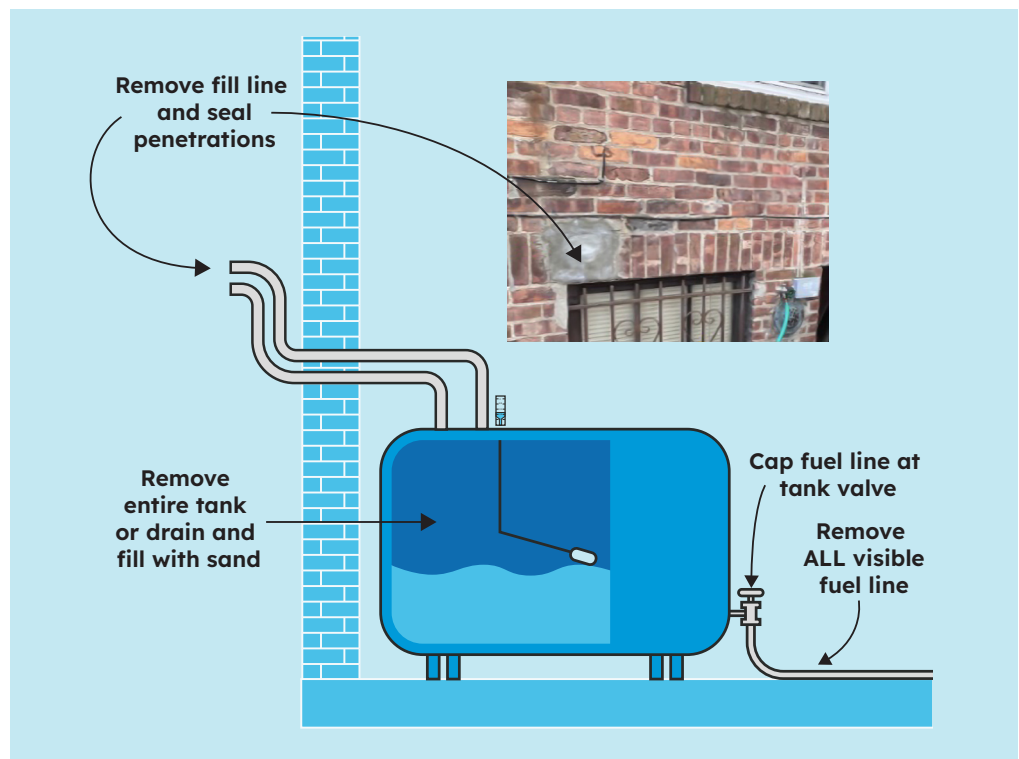
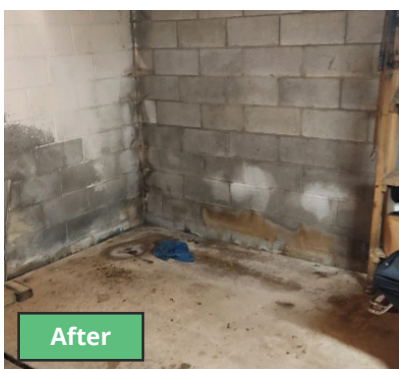
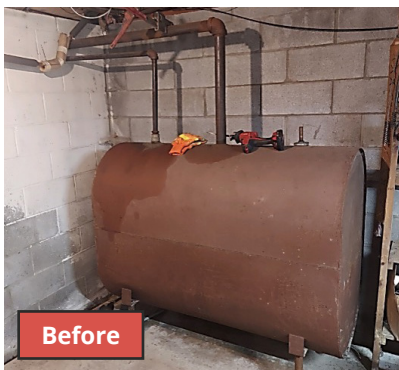
- Engage a licensed tank removal or environmental specialist when required.
- If disabling in place, drain, clean, and permanently disconnect the tank.
- Always remove fill and vent lines if tank is removed.
- Seal all penetrations to prevent water and pest entry.
- Coordinate with SF2 fuel disconnection requirements.

Risks of Keeping a Tank Disabled in Place:

- Deterioration over time may lead to leaks or structural failure
- Potential pest infestation
- Fire hazard if not properly sealed
- Soil or groundwater contamination

Regulatory Requirements:

- NYC: Follow NYC Fire Code—tanks must be removed or properly disabled
- NYS (outside NYC):
 - After 90 days: must be emptied and capped, vent line maintained
 - After 1 year: must be removed or disabled in place



DE2–Disabled in Place: Burner Assembly, Control Module, and Circulation Pumps

Purpose:

To ensure the safe and complete decommissioning of internal components when a space heating appliance is left in place rather than removed.

Checklist Requirements:

- Burner Assembly Removal (*see below*)
- Control Module Removal (*see below*)
- Circulation Pumps and Valves Removal (Hydronic Only) (*see below*)

Applicability:

- ✓ Furnace
- ✓ Boiler
- ✓ Gas Systems
- ✓ Oil Systems

⚠ Failure Severity: Major

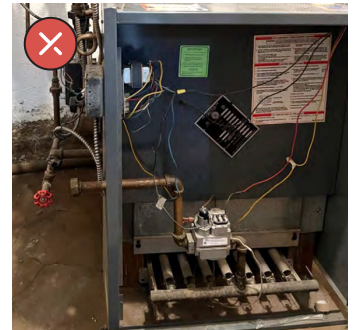
Contractor Best Practices:

- Include at least one wide, contextual “after” photo once all decommissioning work is complete. This photo should clearly demonstrate the full scope of completed decommissioning and provide overall context for review.
- Remove all mechanical and fuel components.
- Photograph each step of component removal.

1. Burner Assembly Removal

Checklist Requirement:

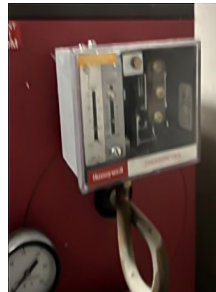
Remove the burner assembly (including the ignitor and fuel piping inside the appliance).



2. Control Module Removal

Checklist Requirement:

Remove the control module (including ignition controls, pressure controls, and zone pump valves as appropriate) and disconnect and remove wiring.



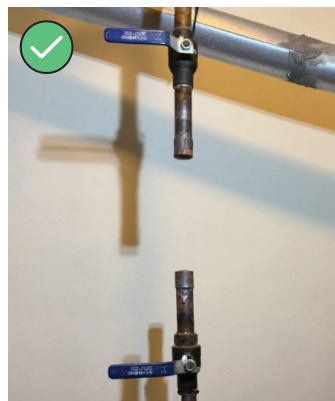
Steam systems
External pressuretrol



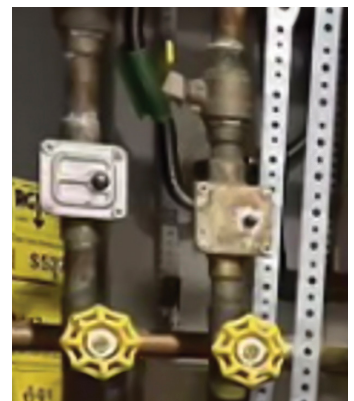
Hydronic systems
External zone valve control

3. Circulation Pumps and Valves Removal (Hydronic Only) Checklist Requirement:

Remove circulation pumps and valves from hydronic systems.



Circulator pump removed



Motorized zone valve

SF1–Fuel Disconnection (Natural Gas Systems Only)

Purpose:

To ensure safe disconnection and sealing of natural gas lines.

 **Failure Severity: Critical**

Checklist Requirements:

- Disconnect and remove visible fuel line to appliance.
- Cap with a press fitting or threaded fitting with sealant.

Applicability:

- ✓ Furnace
- ✓ Boiler
- ✓ Gas Systems
- ✗ Oil Systems

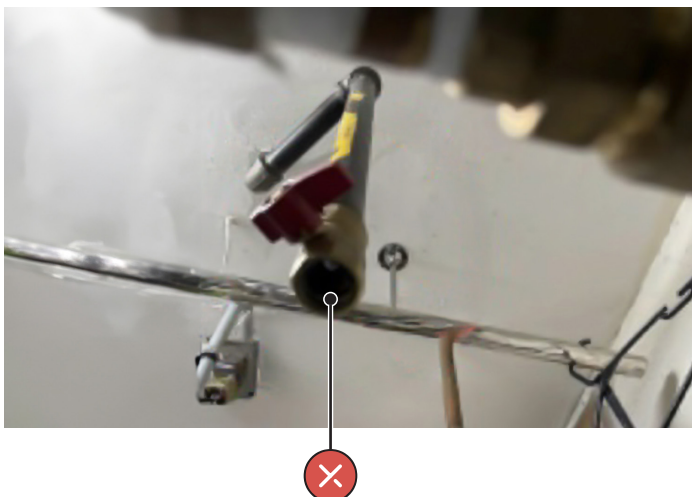
Contractor Best Practices:

- No improvised solutions.
- Coordinate with licensed gas professionals.

Correct Examples:



Incorrect Example:



Critical Safety Concern

Uncapped or improperly capped gas lines can lead to gas leaks, posing an extreme risk of fire or explosion.

SF2–Fuel Disconnection (Oil/Propane Systems Only)

Purpose:

To ensure safe disconnection of oil/propane fuel lines.

 **Failure Severity: Critical**

Checklist Requirements:

- Remove visible fuel lines and filter.
- Cap at tank with threaded fitting.

Applicability:

-  Furnace
-  Boiler
-  Gas Systems
-  Oil Systems

Inspection Protocol:

- Confirm full removal of all fuel lines and secure cap at tank.



Safety Concern

Residual fuel in lines or tanks can leak, causing fire hazards and environmental contamination. Unsealed penetrations can allow fumes or pests to enter the building.

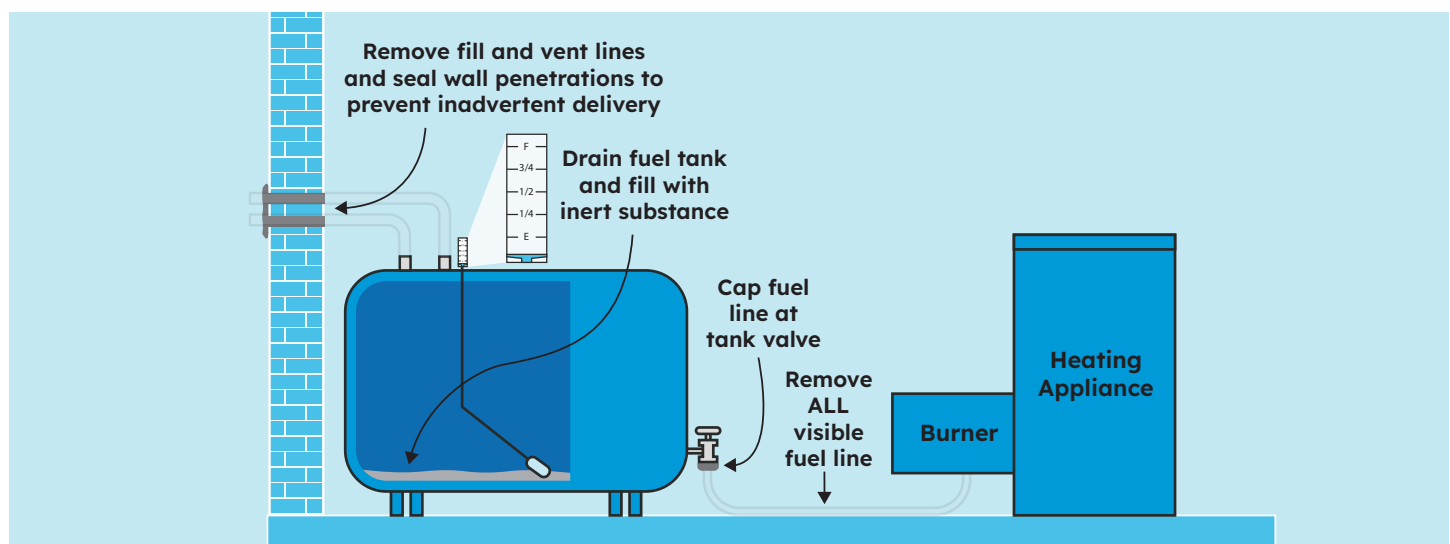
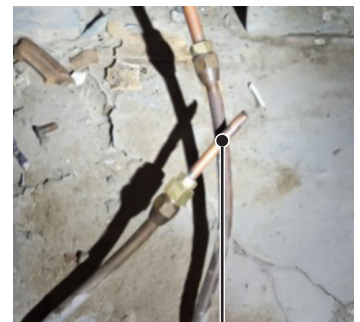
Contractor Best Practices:

- Use only threaded metal caps.
- Coordinate with DE2 tank guidance.

Correct Example:



Incorrect Examples:



Purpose:

To ensure all power is disconnected from decommissioned appliances and wires are terminated properly.

 **Failure Severity: Critical**

Checklist Requirements:

- Remove visible wiring.
- Terminate wire ends in junction box or with wire nuts.

Applicability:

- ✓ Furnace
- ✓ Boiler
- ✓ Gas Systems
- ✓ Oil Systems

Contractor Best Practices:

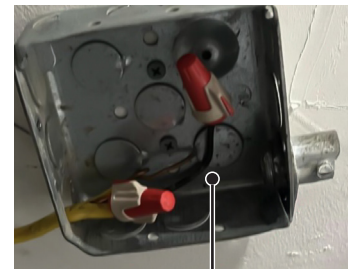
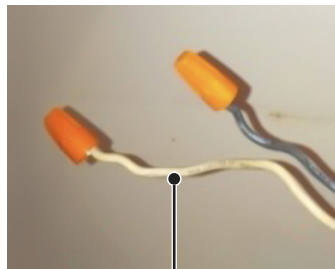
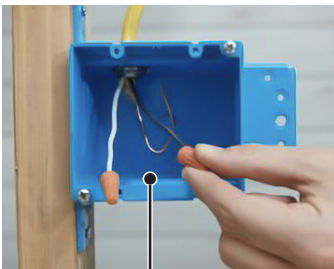
- Confirm power is not live and no loose/exposed wiring is present.
- Remove all visible wiring associated with the decommissioned appliance.
- Terminate remaining conductors in an approved junction box using wire nuts and a secured cover.



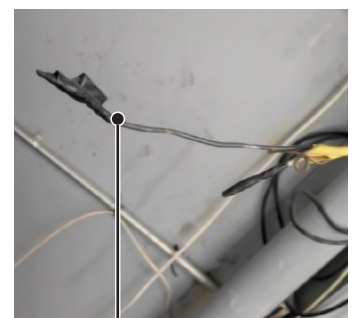
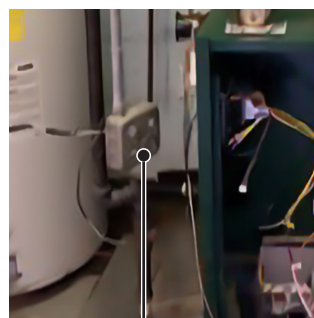
Safety Concern

Exposed or improperly terminated electrical wiring can lead to arcing, overheating, and increased risk of electrical fire. All wiring must be de-energized, capped, and enclosed.

Correct Examples:



Incorrect Examples



SF4–Carbon Monoxide (CO) Detector Verification

Purpose:

To ensure working CO detectors are present near remaining combustion appliances.

 **Failure Severity: Critical**

Checklist Requirements:

Detector must be:

- Clearly labeled "CO" (Image A)
- Functional (indicator light or test sound) (Image B)
- Permanently mounted on wall or ceiling (Image C)

Applicability:

- ✓ Furnace
- ✓ Boiler
- ✓ Gas Systems
- ✓ Oil Systems

Contractor Best Practices:

- Do not leave detectors on shelves.
- Always mount and test.

Photo tip: It may be necessary to submit multiple photos to provide the full context and demonstrate compliance.



Safety Concern

Chronic exposure to even low levels of carbon monoxide can cause persistent headaches, fatigue, dizziness, and neurological issues like memory loss or vision problems.

In severe cases, carbon monoxide poisoning can lead to seizures, cardiac arrest, respiratory failure, and even death.



Image A



Image B

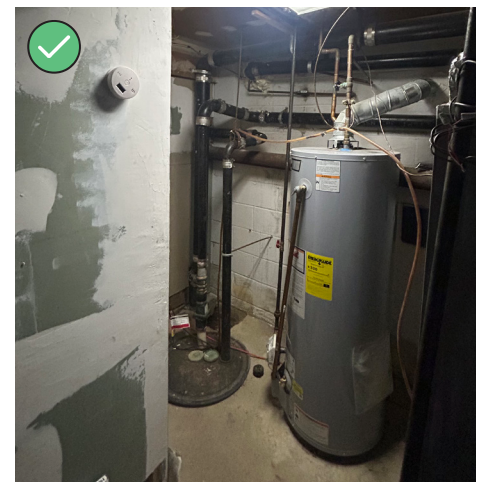


Image C

Purpose:

To ensure vent openings are sealed after appliance removal and that remaining combustion appliances are properly vented.

 **Failure Severity: Critical**

Checklist Requirements:

- Seal all unused vent openings with rigid metal caps and fasteners or patch openings if venting removed.

Applicability:

-  Furnace
-  Boiler
-  Gas Systems
-  Oil Systems

Contractor Best Practices:

- Tape, foam, friction-fit caps, or sealants alone are not acceptable as permanent closures.
- Do not use foil tape or temporary seals.
- Confirm secure, weather-tight closure.

Photo tip: Include a close-up showing fasteners and a wider photo showing the capped vent in context.

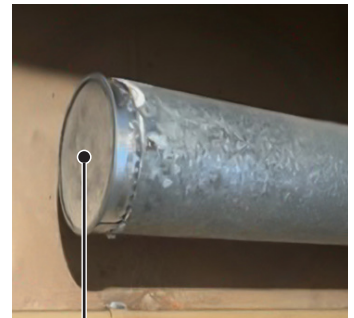


Safety Concern

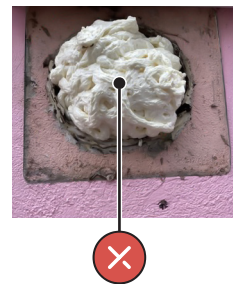
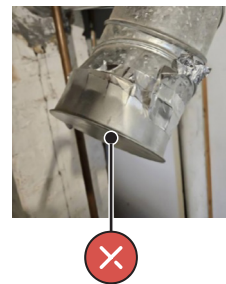
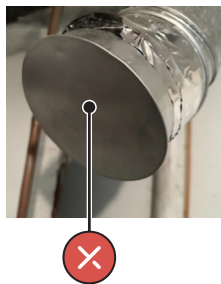
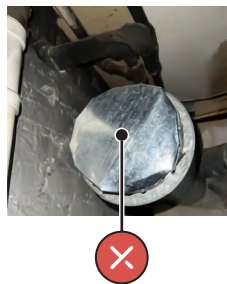
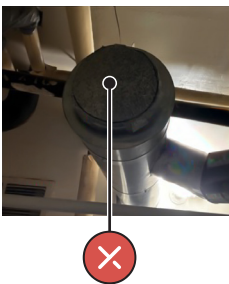
Chronic exposure to even low levels of carbon monoxide can cause persistent headaches, fatigue, dizziness, and neurological issues like memory loss or vision problems.

In severe cases, carbon monoxide poisoning can lead to seizures, cardiac arrest, respiratory failure, and even death.

Correct Examples:



Incorrect Examples:



Acceptable materials: Manufactured metal vent caps, properly crimped and mechanically fastened.

This prevents someone from assuming any metal disk counts.

Purpose:

To ensure abandoned PVC vent penetrations from decommissioned fossil fuel systems are permanently sealed to prevent water intrusion, pest entry, air leakage, and structural damage.

Failure Severity: Critical

Checklist Requirements:

All abandoned PVC vents or penetrations must be:

- Fully removed or permanently sealed
- Penetrations through the building envelop must be sealed using appropriate exterior-grade materials, weather-tight and durable

Applicability:

- ✓ Furnace
- ✓ Boiler
- ✓ Gas Systems
- ✗ Oil Systems

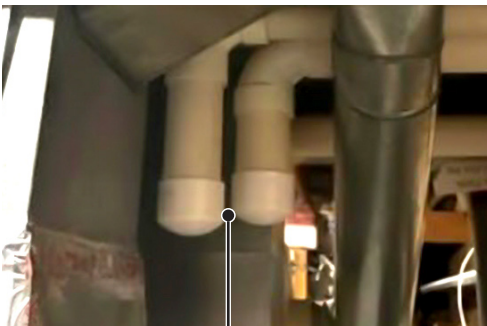
Contractor Best Practices:

- Remove unused PVC vent piping back to the wall or roof penetration.
- Install a solid PVC cap with primer and solvent weld (glued connection) **or** remove the vent pipe entirely and seal exterior wall penetrations with exterior-grade sealant.
- Patch siding, masonry, or sheathing as needed to restore the surface.
- For roof penetrations, install proper flashing **or** roofing patch consistent with roofing standards.

Photo tip: Submit clear exterior and interior photos showing the completed sealed penetration and surrounding surface condition, or the seal on both the vent and intake pipe.



Correct Examples:



Incorrect Example:



Purpose:

To ensure vent openings are sealed after appliance removal and that remaining combustion appliances are properly vented.

 **Failure Severity: Critical**

Checklist Requirements:

If DHW or another combustion appliance remains, adjust venting to:

- Be pitched upward
- Be supported and defect-free

Applicability:

- ✓ Furnace
- ✓ Boiler
- ✓ Gas Systems
- ✓ Oil Systems

Contractor Best Practices:

- Use manufacturer instructions to size remaining vent.
- Resize or reconnect as needed to avoid oversized orphaned vents.
- Use appropriate reducers when connecting two different-sized vent piping.

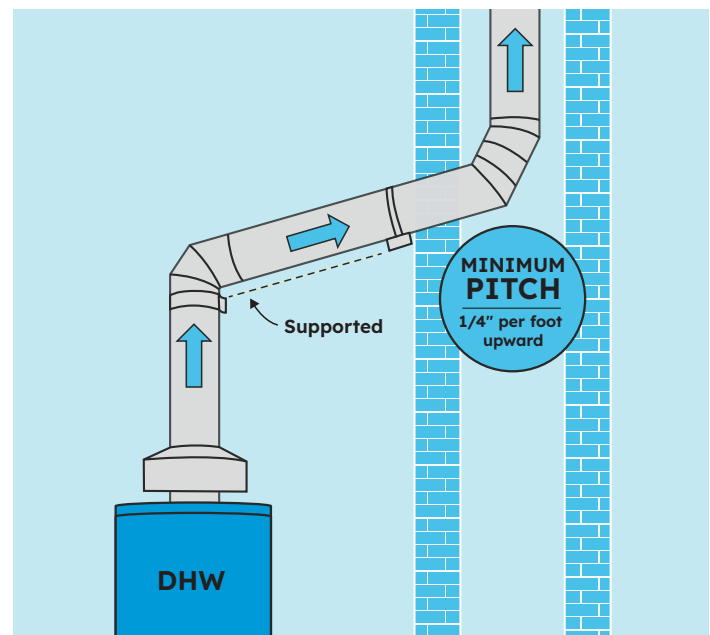


Safety Concern

CDC Estimate:

About 400 people die in the U.S. each year from unintentional, non-fire-related CO poisoning.

More than 100,000 people visit the emergency room due to CO exposure annually. Over 14,000 are hospitalized.



- Draft hood—intake regulates air
- Vent connector must match or exceed draft hood outlet
- Minimum pitch: 1/4" per foot upward
- Oversized vents = poor draft, condensation
- Undersized vents = restriction, spillage risk