

# TinnerFlow Apprentice Starter Pack

A field starter pack for duct-install apprentices.

This is not job approval. Plans, specs, code/AHJ, manufacturer instructions, site safety rules, and foreman direction always win.

## First 30 Days Checklist

- Learn PPE and site rules.
- Learn duct names: rectangular, spiral, flex, TDC/Ductmate, S-and-drive.
- Learn abbreviations: SA, RA, EA, OA, MUA, VAV, AHU, RTU, TDC, TAB.
- Take useful photos: wide, close, measurement, print/detail.
- Ask before cutting, drilling, rerouting, covering dampers, moving supports, or touching grease duct.

## Beginner Tool List

- Tape measure, marker/pencil, safety glasses, cut-resistant gloves.
- Snips, impact/drill bits, nut drivers, small pouch/bag.
- Headlamp, water bottle, knee pads, and a way to hold screws/small parts.

## Red-Zone Items - Ask First

- Fire/smoke dampers and rated assemblies.
- Grease duct / special exhaust.
- Seismic bracing, structure, anchors, and supports.
- Equipment service clearance.
- Cutting, drilling, rerouting, or covering access.

## Do Not Cut / Drill / Reroute Checklist

- Stop and confirm latest print/detail.
- Identify what changes if you proceed.
- Check for structure, utilities, rated walls, roof, sprinkler, equipment, and other trades.
- Take wide, close, measurement, and print/detail photos.
- Ask before modifying work.

## Common Duct Abbreviations

- SA = Supply Air, RA = Return Air, EA = Exhaust Air, OA = Outside Air, MUA = Make-Up Air.
- VAV = Variable Air Volume box, AHU = Air Handling Unit, RTU = Rooftop Unit.
- TDC/TDF/Ductmate = rectangular duct flange systems. TAB = Testing, Adjusting, Balancing.

## Ask-the-Foreman Scripts

- Print mismatch: I checked the latest revision, and this route hits the sprinkler line at this grid. Do you want me to hold this section until we get direction?
- Before cutting: This piece only fits if we cut it. Can you confirm before I modify it?
- Damper access: This damper access may get buried by ceiling or insulation. Do we need an access panel or different layout?

## Photo ID Cheat Sheet

- TDC flange corner: check gasket, corner, rail, and cleats.
- S-and-drive: check S/drive seating and folded drive ends.
- Flex collar: check inner liner, draw band, sag, and kinks.
- Damper access: check label, actuator/handle, access side, and future ceiling/wall condition.
- Hanger/trapeze: check load path, anchors, clearance, and seismic notes.