



Name _____ Date _____

Name of Company _____

Company Address _____ City _____ State _____ Zip Code _____

Company Phone Number(s) _____
Fax _____

Name or Model # of Project _____

Address of Project _____ City _____ State _____ Zip Code _____

Which jurisdiction will the project be submitted: City _____ State _____

The information below will be needed to get to know more about your projects building envelope. We need to know the proper insulation of your project as your building envelope controls your equipment sizing, compliance reports, and duct system efficiency. The accuracy of the information you provide will directly relate to accuracy of your equipment sizing, compliance reports, and duct system efficiency. Please fill in as much as possible. Contact Carl Breen if you have any questions concerning which information is mandatory and which information may be assigned using general criteria.

Windows (U-Value / SHGC):

Operable _____ / _____ Fixed _____ / _____ Glass Doors _____ / _____
Sky Lights _____ / _____ Glass Block _____ / _____ Other _____ / _____

Wall R-Values:

2x4 Frame _____ 2x6 Frame _____ Basement Unfinished _____
Basement Finished _____ Crawl Space _____ Other _____
Board Insulation _____ Vapor Barrier (Yes / No) Location _____

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Ceiling R-Values:

Flat or Scissor Truss Ceiling _____ Roof Material: _____ Radiant Barrier (Yes / No)

Floor R-Values:

**Over Garage _____ Cantilevers _____ Over Unconditioned Crawl _____
Slab on Grade _____ Depth of Slab Insulation _____ Horizontal or Vertical _____**

Door R-Values:

**Front Entry _____
Other exterior Doors (If different) _____
Other exterior Doors (If different) _____
Other exterior Doors (If different) _____**

Duct in Unconditioned Space Insulation R-Value _____

Infiltration (Air Changes per Hour or CFM) _____

Elevation of Project _____

Polar Facing of Front Door (N, S, W, or E) _____

Number of Heating and/or Cooling Systems _____

Zoning? Y N If so, number of zones _____

Outside Air for Ventilation (Yes / No) What Size _____ Heat Recovery Device (Yes / No)

Furnace Manufacture _____ Model # _____ Efficiency _____

Furnace Manufacture _____ Model # _____ Efficiency _____

Heat Pump Manufacture _____ Model # _____

Air Handler Manufacture _____ Model # _____

Indoor Cooling Coil Manufacture _____ Model # _____

Indoor Cooling Coil Manufacture _____ Model # _____

Outdoor Condenser Manufacture _____ Model # _____



Outdoor Condenser Manufacture _____ Model # _____

Humidifier Manufacture _____ Model # _____

Beginning Required Information to Complete Manual D:

Need architectural floor plans in DWG, PDF, or DWF format.

Elevation plans in DWG format, PDF, or DWF.

Building section plans in DWG format, PDF, or DWF if available.

Plot plans in DWG format, PDF, or DWF if available

Need floor joist and truss structural plans DWG format, PDF, or DWF.

Configuration of units/models if project is multifamily

We will also need a mechanical design if the design needs to stay similar to previous models