

**DESIGN-AIRE
ENGINEERING, Inc.**

Client Name			Square Footage		
Type of Business/Process		Year Built	Stories	Most Recent Remodel	
How long do you anticipate staying in this location?			Basement <input type="checkbox"/>		
Address			City	State	Zip
Contact Name 1 & Title (Decision Maker)		Phone		E-Mail	
Contact Name 2 (Building Expert)		Phone		E-Mail	
Contact Name 3		Phone		E-Mail	
Utilities					
<input checked="" type="checkbox"/>	Utility	Number of Meters	Meter Number	Bills Available?	Provider
	Gas				
	Electric				
	Steam				
	Chilled Water				
Notes					
Are building plans available? <input type="checkbox"/> yes <input type="checkbox"/> no					
HVAC Equipment					
<input checked="" type="checkbox"/>	Element	Type		Do you have an inventory of energy-consuming equipment? <input type="checkbox"/> yes <input type="checkbox"/> no	
	Boiler	Steam	Hot Water	Notes	
	Rooftop Units				
	Chiller				
	Cooling Tower				
	Heat Pump				
	Furnace	Gas	Electric		

Temperature Control					Hours of Operation			
✓	Type	Night Setback Used		Setback Hours	Setback Days	Day	Open	Close
	Pneumatic	Y	N			Monday		
	Electric	Y	N			Tuesday		
	Solid State	Y	N			Wednesday		
	Power Line Carrier	Y	N			Thursday		
	Unknown	Y	N			Friday		
						Saturday		
						Sunday		

Lighting								
✓	Type	Interior	Exterior	Notes				
		✓	✓					
	T-12							
	T-8							
	Incandescent							
	Compact Fluorescent							
	Metal Halide							
	Mercury Vapor							
	Unknown							
	Other*			*Type				
	Other*			*Type				
	Other*			*Type				
	Other*			*Type				