

Building Assessment Center West Virginia University

Name of business or organization

City Zip Code

Contact person

Number of hourly employees: Number of salaried employees:

Description:

Working hours: A.M. to P.M.

Number of days per week:

Number of weeks per year:

Note any unique scheduled operating hours in different areas of the building. This information will affect the operating time calculations:

List observed holidays:

Year of construction:

Building footprint ft²

Building area: ft²

Number of floors: Above grade Below grade

Hourly rate for maintenance services including fringe benefits: \$ per hour

Required Information

Architectural drawings with building dimensions, floor plan, wall construction (insulation details).

Utility bills (electricity, natural gas, or other fuel) for the most recent 12 month period.

General Building Information:

1. What is the approximate age of the building?
 - Less than 25 years
 - 15-25 years
 - More than 25 years

2. Does the building have temperature control problems? (i.e., too hot or cold or humid)
Yes No Do Not Know

3. Location of specific areas where there are known drafts (outside air infiltration)

Building Envelope Construction

For the following information, please provide detailed information, including R-value if known. Manufacturer information will be helpful.

Above Grade Wall Construction Materials:

Insulation on wall: YES NO R-value:

If 'YES', name of insulation material on wall:

Additional Insulation: YES / NO R-value:

If 'YES', name of add. insulation material:

Interior Insulation: YES / NO R-value:

If 'YES', name of int. insulation material:

Ground Floor Wall Construction Materials:

Insulation on exterior or cavity: YES / NO R-value:

If 'YES', name of ext. insulation material:

Interior Insulation: YES / NO R-value:

If 'YES', name of int. insulation material:

Interior Ground Floor Finish - Choose one of the following:

- Carpet (no pad)
- Carpet with rubber pad
- Carpet with fiber pad
- Vinyl Tile
- Ceramic/Stone Tile

Below Grade Wall Construction Materials:

Insulation on wall: YES / NO R-value:

If 'YES', name of insulation material:

Roof Construction Materials:

Exterior Insulation on roof: YES / NO R-value:

If 'YES', name of insulation material:

Additional Insulation: YES / NO R-value:

If 'YES', name of insulation material:

Pitched Roof: YES / NO

If 'YES', Roof Pitch °

Overhang Projection ft

Gable Projection ft

Building Interior Construction

Ceilings

Location of insulation: Attic Floor / Roof Surface / Both

Ceiling Batt Insulation: YES / NO R-value:

If 'YES', name of insulation material:

If Pitched Roof:

Top Floor Ceiling Batt Insulation: YES / NO R-value:

If 'YES', name of insulation material:

Top Floor Ceiling Rigid Insulation: YES / NO R-value:

If 'YES', name of insulation material:

Location of insulation: Attic Floor / Roof Surface / Both (check one)

Framing of Top Floor Ceiling- Choose one of the following:

- Wood, Standard Framing
- Suspended Ceiling
- Metal Stud, 24 in. o.c.

Floors

Floor Construction Materials:

Concrete Slab: YES / NO

If 'YES', thickness of concrete: in.

Rigid Floor/Edge Insulation: YES / NO R-value:

Exterior Lights

Number of Exterior Lights
Wattage of Exterior Lights

Interior Lights

Type of lights/fixture and wattage (for example, 4 bulb fluorescent, T12, 40 watt)

Quantity

Quantity

Quantity

Quantity

Major Energy Consuming Equipment:

<u>Name</u>	<u>Number of Units</u>	<u>Capacity/size</u>
1.		
2.		
3.		
4.		
5.		

Air conditioning:

<u>Name</u>	<u>Number of Units</u>	<u>Capacity/size</u> (<u>Location</u> (Mechanical Room or Roof-top))
1.		
2.		

Condenser Type:

- Air Cooled
- Water Cooled
- Evap Pre-Cooled
- Evap Cooled

Conditioned Area:

Heating ft² Cooling ft² Heating & Cooling ft²

Economizers

Economizers: Y / N

If 'YES', is the economizer(s) controlled by:

(1) Dry bulb Temperature (2) Enthalpy (2) Dual Enthalpy

Heating:

<u>Name</u>	<u>Number of Units</u>	<u>Capacity/size</u>	<u>Location</u>
1.			
2.			

Thermostat Setpoints:

Cooling while Building Occupied: °F

Cooling while Building Unoccupied: °F

Heating while Building Occupied: °F

Heating while Building Unoccupied: °F

HVAC System Fans

Do fans cycle at night?

If so,

Do they cycle outside air? Do they utilize an economizer?

Are they continuous or intermittent?

Describe the operation schedule of the fans. You can relate the schedule to the operation schedule of the building,

Building HVAC Control Systems

- Single Thermostat:
- Multi-Zone Thermostats:
- Name of Manufacturer of Control System:

Boilers:

<u>Name / category / type of unit</u>	<u>Number of Units</u>	<u>Capacity/size</u>
1.		
2.		
3.		

Air Compressors:

<u>Name / category / type of unit</u>	<u>Number of Units</u>	<u>Capacity/size</u>
1.		
2.		
3.		

Max Compressed Air Pressure (PSIG):

Chiller/Cooling Towers:

<u>Name / category / type of unit</u>	<u>Number of Units</u>	<u>Capacity/size</u>
1.		
2.		

The number of “end use” locations for hot water:

Any other pertinent equipment:

<u>Name / category / type of unit</u>	<u>Number of Units</u>	<u>Capacity/size</u>
1.		
2.		