

**HVAC SITE SURVEY**

<b>DATE</b>	_____	<b>PHONE</b>	_____
<b>CUSTOMER</b>	_____	<b>FAX</b>	_____
<b>CONTACT</b>	_____	<b>PROPOSAL #</b>	_____
<b>ADDRESS</b>	_____	<b>NEED BY DATE</b>	_____

**HVAC SYSTEM NEEDS:**

	YES/NO	TYPE (CIRCLE)		
<b>COOLING</b>	<input type="checkbox"/>	DX	CHILLED WATER	EVAPORATIVE
<b>HEATING</b>	<input type="checkbox"/>	GAS	STEAM	HOT WATER      RADIANT
<b>VENTILATION</b>	<input type="checkbox"/>	SUPPLY	EXHAUST	FUMES      FRESH AIR
<b>HUMIDITY</b>	<input type="checkbox"/>	HUMIDIFICATION	DEHUMIDIFICATION	

**CURRENT PROBLEMS:**

\_\_\_\_\_

\_\_\_\_\_

**DESIRED SOLUTIONS:**

\_\_\_\_\_

\_\_\_\_\_

**BUILDING USE:**

**BUILDING PRESSURE**     NEGATIVE     POSITIVE     NEUTRAL

**BUILDING DATA**       FLOORS     ZONES     ROOMS

**DESIRED CONDITIONS:**

	NORMAL INDOOR		SETBACK (YES/NO)	
WINTER	<input type="checkbox"/> TEMP (F)	<input type="checkbox"/> RH(%)	<input type="checkbox"/>	
SUMMER	<input type="checkbox"/> TEMP (F)	<input type="checkbox"/> RH(%)	<input type="checkbox"/>	

<b>TYPICAL OCCUPANCY</b>	<b>OCCUPIED</b>	<b>UNOCCUPIED</b>
	<input type="checkbox"/> HOURS PER DAY	<input type="checkbox"/> HOURS PER DAY
	<input type="checkbox"/> DAYS PER WEEK	<input type="checkbox"/> DAYS PER WEEK
	<input type="checkbox"/> WEEKS PER YEAR	<input type="checkbox"/> WEEKS PER YEAR
	<input type="checkbox"/> SPRING	<input type="checkbox"/> SPRING
	<input type="checkbox"/> SUMMER	<input type="checkbox"/> SUMMER
	<input type="checkbox"/> FALL	<input type="checkbox"/> FALL
	<input type="checkbox"/> WINTER	<input type="checkbox"/> WINTER

**HVAC SURVEY-FLOOR PLAN SKETCH**

give direction, dimensions and surroundings (conditioned, unconditioned or unconditioned-shaded)

A large grid of dots for sketching a floor plan. The grid consists of 20 columns and 30 rows of small black dots, providing a guide for drawing architectural elements.



## HVAC SITE SURVEY

### WINDOW SCHEDULE

WINDOW TYPE*	DIMENSIONS	CONSTRUCTION / SHADING
A		
B		
C		
D		
E		
F		
G		
H		

\*show windows on floorplan sketch

### DOOR SCHEDULE

DOOR TYPE*	CONSTRUCTION	DIMENSIONS
A		
B		
C		
D		
E		
F		
G		
H		

\*show doors on floorplan sketch

### WALL SCHEDULE

WALL TYPE*	CONSTRUCTION	INSULATION TYPE & THICKNESS
A		
B		
C		
D		

\*show walls on floorplan sketch

### FLOOR SCHEDULE

CONSTRUCTION MATERIALS & THICKNESSES

### CEILING CONSTRUCTION

CONSTRUCTION MATERIALS & THICKNESSES

### ROOF CONSTRUCTION

CONSTRUCTION MATERIALS & THICKNESSES



## HVAC SITE SURVEY

**EQUIPMENT SCHEDULE**-include office equipment, motors, appliances, etc.

	EQUIPMENT DESC.	QUANTITY
1		
2		
3		
4		
5		
6		
7		
8		

## LIGHTING SCHEDULE

	LIGHTING TYPE, WATTS	QUANTITY
1		
2		
3		
4		
5		

## OCCUPANCY

# OF OCCUPANTS	
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## HVAC EQUIPMENT

	MAKE, MODEL, CAPACITY, LOCATION
A	
B	
C	
D	
E	

\*show vents on floor plan drawing



# MECHANICAL EDGE, LLC

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## GENERAL INFORMATION

### AVAILABLE UTILITIES:

				COSTS
ELECTRIC	<input type="text"/> VOLTS	<input type="text"/> PH	<input type="text"/> FREQ	<input type="text"/> \$/KWH
GAS	<input type="text"/> NATURAL	<input type="text"/> LP		<input type="text"/> \$/CFH
	<input type="text"/> PRESSURE	<input type="text"/> LINE SIZE		
STEAM	<input type="text"/> PRESSURE	<input type="text"/> LINE SIZE		<input type="text"/> \$/LB
CONDENSATE	<input type="text"/> PRESSURE	<input type="text"/> LINE SIZE		<input type="text"/> \$/LB
CHILLED WATER	<input type="text"/> PRESSURE	<input type="text"/> LINE SIZE		<input type="text"/> \$/GPM
	<input type="text"/> ENTERING TEMP	<input type="text"/> LEAVING TEMP		
HOT WATER	<input type="text"/> PRESSURE	<input type="text"/> LINE SIZE		<input type="text"/> \$/GPM
	<input type="text"/> ENTERING TEMP	<input type="text"/> LEAVING TEMP		
COMPRESS AIR	<input type="text"/> PRESSURE	<input type="text"/> LINE SIZE		<input type="text"/> \$/CFM
OTHER	<input type="text"/> PRESSURE	<input type="text"/> LINE SIZE		<input type="text"/>

### OPERATIONS

CHECK ALL THAT APPLY

<input type="checkbox"/>	STAND ALONE CONTROLS	<input type="checkbox"/>	ECONOMIZER - WATER, AIR, ETC
<input type="checkbox"/>	CONTROLS INTEGRATED WITH BMS/EMS	<input type="checkbox"/>	DEMAND CONTROL VENTILATION -CO2 BASED
<input type="checkbox"/>	EXISTING BUILDING MANAGEMENT SYSTEM	<input type="checkbox"/>	CONSTANT VOLUME
<input type="checkbox"/>	PNEUMATIC CONTROLS	<input type="checkbox"/>	VARIABLE VOLUME
<input type="checkbox"/>	ELECTRONIC CONTROLS	<input type="checkbox"/>	MANUAL
<input type="checkbox"/>	AUTO HEATING-COOLING CHANGE OVER	<input type="checkbox"/>	AUTOMATIC

### LOCATION

<input type="checkbox"/>	DEDICATED MECHANICAL ROOM
<input type="checkbox"/>	ROOFTOP LOCATION
<input type="checkbox"/>	ACCESS PLATFORMS REQUIRED
<input type="checkbox"/>	EXPOSED

### OWNER PREFERENCES

MANUFACTURERS	_____
CONTRACTORS	_____
DRAWINGS	_____
IOM MANUALS	_____
DOCUMENTATION	_____
TESTING	_____
INSPECTIONS	_____
PERMITS	_____

