



Commercial Information Intake Form

Contact Information

Name: _____
 Address: _____
 Phone: _____
 Email: _____

Site / Job Information

Name: _____
 Site Address: _____
 County: _____
 Occupancy Count: _____
 Business Type: _____

Services Requested:

Manual N Commercial Energy Calculations Detailed Duct Layout
 Manual S Basic Duct Layout Professional Engineer Stamped Drawing

Building Orientation

North South East
 Northeast Southeast West
 Northwest Southwest

Building

New **Ceiling Height:**
 Existing First Floor _____
 Addition Second Floor _____

Floor

Slab on Grade R-15 Carpet
 Crawlspace R-19 Hardwood
 Other Tile
 Vinyl

Exterior Wall

Block Frame **Ceiling Insulation**
 R-4.1 - Ffoil Wood Suspended Acoustical
 R-5 Metal Gypsum/Drywall
 Other 2 x 4 Insulation above ceiling
 2 x 6 R-15
 R-11 R-20
 R-13 Other
 R-15
 R-19

Roof

Shingle Light Roof Color Flat Roof / Tar membrane
 Metal Medium Roof Color Roof Insulation
 Tile/Concrete Dark Roof Color R-3
 R-5
 Other

Windows

U-Factor: _____ Vinyl, if applicable
 SHGC: _____ Impact, if applicable
 Use minimum code numbers

Water Heater

Electric Gas Capacity (gallons)
 Natural Tankless
 LP

Equipment

*(for new construction, Trane will be selected as default if not specified. \$200 fee per AC unit will be charged for alternate manufacturers after project award.)
 (if using existing equipment, please include make and model numbers)*

Type

Split System **Type of Heat** Heat Pump
 Straight Cool Electric Strip
 Pkg. Rooftop Unit Other:
 Mini-Split System

Manufacturer

Trane **SEER2** 14+
 Daikin 15+
 Lennox 16
 Carrier 18
 Other: _____

Condensing Unit Model Number

Air Handler Model Number _____

HVAC Power (Single Phase)

HVAC Power (Three Phase)

HVAC equipment location

Roof
 Ground
 Other _____

Outdoor Air / Exhaust Terminations

Exterior Wall
 Roof

Ductwork

Supply ductwork in attic
 Supply in conditioned space
 Return ductwork in attic
 Return in conditioned space
 Flex Duct System
 Fiberglass Duct w/Flex Branch
 Sheet Metal

Ductwork Insulation

R-4
 R-6
 R-8
 Use minimum code numbers

Duct Type

Lighting Fixtures (LED Wattage per fixture)