**Energy-Saving Window Film - Energy Audit Request Form (min 5,000 sqft window film)**

(Numbers in parentheses refer to Notes on page 5)

**Pages 1 and 2: Information provided by Building Contact**

|  |  |  |
| --- | --- | --- |
| **Building****Information** | Building Name:      | Building Contact Name:      |
| Address:      | Building Contact Phone and E-mail:Ph:      E-mail:       |
| City – State – Zip      | Name of Person Completing Form(if different from Building Contact above):     Phone:      E-mail:       |
| **General** | Type of Building (choose from liston page 5):       | Approx year building was built:       |
| Total building floor space (square feet):        Building Rotation from North:       degrees (1) | Number of Stories/Floors:       |
| **Utility Rates****And** **Annual****Energy Costs** | Annual average electricity cost per kilowatt hour (total annual electricity $, including taxes and surcharges, divided by total annual kwhr): $      per kwhr | Annual average natural gas cost per therm(total annual natural gas $, including taxes and surcharges, divided by total annual therms) $      per therm |
| Electric utility company:       Natural gas company:      Annual Electricity Costs: $      Annual Natural Gas Costs: $       |
|  |
| **Thermostat** **Settings** | Heating Season thermostat settings: Day      oF Night      oF Cooling Season thermostat settings: Day      oF Night      oF On weeknights, HVAC system is shut off from      pm to      am or [ ]  Not shut offIs building HVAC system operated on weekends? Yes [ ]  No [ ]  If yes, approx no. of hrs        |

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**Pages 1 and 2: Information provided by Building Contact**

|  |  |
| --- | --- |
| **Air****Distribution****System** | Check most common air distribution system being used:[ ]  Variable Air Volume [ ]  Constant Air Volume [ ]  Four-Pipe System with fan coils[ ]  Powered induction units Is an air-side economizer used Yes [ ]  No [ ]   |
| **Heating****System** | Check most common heating system:[ ]  None [ ]  Gas Boilers [ ]  Electric Boilers [ ]  Electric strip heat  [ ]  Gas Furnace [ ]  Room Heat Pump [ ]  Central Heat Pump [ ]  Gas Heat Pump [ ]  Other-specify       Is hot water temperature reset used? Yes [ ]  No [ ]  (optional) |
| **Cooling****System** |  [ ]  None [ ]  Centrifugal Chiller [ ]  Reciprocating or Screw Chiller  [ ]  Variable Speed Drive Chiller [ ]  Gas Absorption Chiller  [ ]  Direct Expansion (DX) Units  If chillers above, average size (tons):       (optional) Est. kw/ton (full load):       (optional) Is chilled water reset used? Yes [ ]  No [ ]  (optional)Is Thermal Storage used? Yes [ ]  No [ ]  (optional)  |

Additional Description of HVAC System:

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**Energy-Saving Window Film - Energy Audit Request Form (min 5,000 sqft window film)**

(Numbers in parentheses refer to Notes on page 5)

**Pages 3 and 4: Information Gathered by Eastman Sales Rep or Local Contractor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Window****Information** | **Orientation** Choose only one box per column. Use an additional form if needed (2) | N[ ]  NE[ ]  E[ ]  SE[ ]  S[ ]  SW[ ]  W[ ]  NW[ ]   | N[ ]  NE[ ]  E[ ]  SE[ ]  S[ ]  SW[ ]  W[ ]  NW[ ]   | N[ ]  NE[ ]  E[ ]  SE[ ]  S[ ]  SW[ ]  W[ ]  NW[ ]   | N[ ]  NE[ ]  E[ ]  SE[ ]  S[ ]  SW[ ]  W[ ]  NW[ ]   |
| **Windows Shaded** by an adjacentbuilding (3) | Yes [ ]  / No [ ]  | Yes [ ]  / No [ ]  | Yes [ ]  / No [ ]  | Yes [ ]  / No [ ]  |
| **Window** **Area** Show value even if film is not to beapplied  |      SqftFilm to be applied to this exposure?Yes [ ]  No [ ]  |        SqftFilm to be applied to this exposure? Yes [ ]  No [ ]  |        Sqft Film to be applied to this exposure? Yes [ ]  No [ ]  |        SqftFilm to be applied to this exposure?Yes [ ]  No [ ]  |
| **Window** **Setback** (4) | Overhang:       ft- or -Recess:       ft | Overhang:       ft- or -Recess:       ft | Overhang:       ft- or -Recess:       ft | Overhang:       ft- or -Recess:       ft |
| **Interior Window Blinds or Shades?** | Yes [ ]  / No [ ]  | Yes [ ]  / No [ ]  | Yes [ ]  / No [ ]  | Yes [ ]  / No [ ]  |
|  If blinds or shades are used, indicate color Light [ ]  Medium [ ]  Dark [ ]  |
| **Window Glass** **Information (5)** | [ ] 1/8 [ ] 3/16 [ ] 1/4 [ ] 3/8 [ ] 1/2Single[ ]  Double[ ]  Triple[ ] Clear[ ]  Gray[ ]  Bronze[ ]  Green[ ]  Blue [ ] Reflective? Yes [ ]  No [ ] Low-E [ ] Hi Perf Low-E[ ]  | [ ] 1/8 [ ] 3/16 [ ] 1/4 [ ] 3/8 [ ] 1/2Single[ ]  Double[ ]  Triple[ ] Clear[ ]  Gray[ ]  Bronze[ ]  Green[ ]  Blue [ ] Reflective? Yes [ ]  No [ ] Low-E [ ] Hi Perf Low-E[ ]  | [ ] 1/8 [ ] 3/16 [ ] 1/4 [ ] 3/8 [ ] 1/2Single[ ]  Double[ ]  Triple[ ] Clear[ ]  Gray[ ]  Bronze[ ]  Green[ ]  Blue [ ] Reflective? Yes [ ]  No [ ] Low-E [ ] Hi Perf Low-E[ ]  | [ ] 1/8 [ ] 3/16 [ ] 1/4 [ ] 3/8 [ ] 1/2Single[ ]  Double[ ]  Triple[ ] Clear[ ]  Gray[ ]  Bronze[ ]  Green[ ]  Blue [ ] Reflective? Yes [ ]  No [ ] Low-E [ ] Hi Perf Low-E[ ]  |

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**Pages 3 and 4: Information Gathered by Eastman Sales Rep or Local Contractor**

|  |  |
| --- | --- |
| **Film Types, Project Options,** **and Quote** | List the films or options to include in the reportFor example Film A All Sides, Film B All Sides, Film A South Only, etc.                        Total Film Square Footage for each option:                          |
|  | Price per square foot for each option:        $/sqft       $/sqft       $/sqft       $/sqftTotal Quote for each option (all materials, labor, taxes):  $      $      $      $      |
|  |
| Window Film Installation Company:       Installation Company Contact:      Phone:       E-mail:      Has project been discussed with Eastman Sales Rep? Yes [ ]  No [ ] If yes, Sales Rep:      Are there utility company rebates for window film in your area?Yes [ ]  No [ ]  Not sure [ ]  |

Additional Comments:

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**NOTES**:

(1) For example, if the "North" side of building actually faces NE, rotation is 45 degrees. If NNE 22 degrees

(2) Use an additional form if more than 4 exposures. Only check one box in each column.

(3) If there is a building that shades one or more of the exposures for the building being filmed, mark Yes where appropriate. For example, if there is a building to the East that shades all or most of the building being analyzed, then you would mark Yes for East. Only mark Yes if more than half of the exposure is substantially shaded for more than 1 hour during the day. Usually Building Engineering personnel will be able to assist with this question.

(4) The "Window Setback" indicates either: an overhang at the top of the window that shades the window (indicate how far the overhang extends out from the window), or a four-sided recess where the window is recessed in from the building face on all four sides of the window.

(5) For the windows on each exposure, indicate as closely as possible what type of windows exist by marking the appropriate: pane thickness, number of panes, color of glass, whether reflective, and if a standard low-e coating or high performance solar-control low-e or is present. Use a Low-e detector (available from Eastman or at www.edtm.com) to determine the presence of a low-e coating and type of low-e coating.

Building types:

1. Apartments
2. Small Office - Floor space less than 50,000 square feet
3. Large Office - Floor space greater than 50,000 square feet
4. Retail, stand alone
5. Retail, strip mall
6. Motel / Small Lodging
7. Hotel / Large Lodging
8. Hospital
9. Primary School
10. High School
11. College
12. Nursing Home

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