**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 list  on 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 off  Is building HVAC system operated on weekends? Yes  No  If yes, approx no. of hrs | | | | |

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|  |  |
| --- | --- |
| **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)**

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**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 adjacent  building (3) | Yes  / No | Yes  / No | Yes  / No | Yes  / No |
| **Window**  **Area**  Show value even if film is not to be  applied | Sqft  Film to be applied to this exposure?  Yes  No | Sqft  Film to be applied to this exposure?  Yes  No | Sqft  Film to be applied to this exposure?  Yes  No | Sqft  Film 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 1/2  Single  Double Triple  Clear Gray Bronze  Green Blue  Reflective?  Yes  No  Low-E  Hi Perf Low-E | 1/8 3/16 1/4 3/8 1/2  Single  Double Triple  Clear Gray Bronze  Green Blue  Reflective?  Yes  No  Low-E  Hi Perf Low-E | 1/8 3/16 1/4 3/8 1/2  Single  Double Triple  Clear Gray Bronze  Green Blue  Reflective?  Yes  No  Low-E  Hi Perf Low-E | 1/8 3/16 1/4 3/8 1/2  Single  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 report  For 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       $/sqft  Total 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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