



Small Building Program Design Phase Assistance

Customer's Facility/Project Location

XXXX/YYY, MA

Project Team

(if selected)	Contact	Firm	Phone	Email
Customer:				
Electric PA:				
Gas PA:				
PAs's Technical Consultant:				
Architect:				
Mechanical Engineer:				
Electrical Engineer:				
General Contractor:				
Commissioning Agent:				

First report based on design charrette:

Design charrette date: *March 3, 2017*

Report date: *March 18, 2017*

Second report based on mid design review:

Name and date of reviewed design package: *60% CDs dated June 5, 2017*

Report date:

Project Info	
Full address¹:	<i>123 Oak Street, Anytown, MA 02000</i>
Design schedule²:	
Design documents set to be used for mid design review³:	
Facility type:	<i>School</i>
Total project area (sf):	<i>52,000</i>
Conditioned area ⁴ (sf):	
New construction or renovation:	
Typical schedule of use:	
Energy code followed by project:	
Fossil fuel source	
Other important considerations:	

Energy Goals
Intro – if any

¹ Please indicate full and detailed address including: number, street, city, and zip code.

² Expected milestones and dates for design documents releases

³ The reviewed design documents should be between 100% Design Development (DD) set and approximately 60% Construction Documents (CDs). The set should have enough detail to allow for useful review while be early enough to allow for changes to be incorporated into the design.

⁴ This is heated or cooled area as defined by ASHRAE Standard 90.1. If the cooled area is significantly different from the heated area, this can be indicated here as well along with any semi-heated areas (as defined by Standard 90.1).

Building Envelope:		
Opaque Assemblies		
Intro – if any		
	Applicability and target established at energy charrette	Mid design review On target (yes/no)
Roofs		
Insulation Entirely above Deck	<i>10% U-value reduction</i>	
Metal Building	<i>Not applicable</i>	
Attic and Other	<i>Not applicable</i>	
Walls, above Grade		
Mass		
Metal Building		
Steel Framed		
Wood Framed and Other		
Walls, below Grade		
Below Grade Wall		
Floors		
Mass		
Steel Joist		
Wood Framed and Other		
Slab-On-Grade Floors		
Unheated		
Heated		
Opaque Doors		
Swinging		
Nonswinging		
Notes:		

Fenestration		
Intro – if any		
Vertical fenestration - percent of wall area: Skylights – percent of roof areas:		
	Applicability and target established at energy charrette	Mid design review On target (yes/no)
Vertical Fenestration		
Nonmetal framing, all		
Metal framing, fixed		
Metal framing, operable		
Metal framing, entrance door		
Skylight		
All types		
Notes:		

HVAC:		
Equipment efficiency		
Intro – if any		
Equipment type	Applicability and target established at energy charrette	Mid design review On target (yes/no)
Boilers		
<i>B-1 and B-2</i>	<i>~3000 Mbh capacity; condensing with min efficiency of 96%</i>	
Furnaces		
	<i>Not applicable</i>	
Unitary/packaged air conditioning units or condensing units		
Unitary/packaged heat pumps		
VRF air conditioners or heat pumps		
Computer room air conditioners		
Chillers		
Heat rejection equipment		
Commercial refrigerators and freezers		
Notes:		

Controls

Intro – if any

	Target established at energy charrette	Mid design review On target (yes/no)
Air side system control		
Ventilation air control		
Occupancy based control		
Other		
Hydronic system controls		
Chilled water chillers		
Condenser water/heat rejection equipment		
Hot water/boilers		
Hydronic heat pump loops		
Other		

Notes:

Fan power

Intro – if any

System	Target established at energy charrette	Mid design review On target (yes/no)
AHU - 1	Reduce by 10%	

Notes:

Energy recovery		
Intro – if any		
	Target established at energy charrette	Mid design review On target (yes/no)
Exhaust air energy recovery		
<i>AHU-1</i>		
Other heat recovery		
Notes:		
Other		
Intro – if any		
	Target established at energy charrette	Mid design review On target (yes/no)
Duct insulation		
Piping insulation		
Air leakage		
Chilled water and condenser water piping sizing		
Other		
Notes:		

Domestic (service) hot water:

Equipment efficiency

Intro – if any

	Applicability and target established at energy charrette	Mid design review On target (yes/no)
Electric table-top water heaters		
Electric water heaters		
Gas storage water heaters		
Gas instantaneous water heaters		
Oil storage water heaters		
Oil instantaneous water heaters		
Hot-water supply boilers, gas and oil		
Hot-water supply boilers, gas		
Hot-water supply boilers, oil		
Pool heaters, oil and gas		
Heat-pump pool heaters		

Notes:

Low flow fixtures (hot water)

Intro – if any

	Applicability and target established at energy charrette	Mid design review On target (yes/no)
Showerhead		
Sink faucets		
Other		

Notes:

Lighting:		
Interior lighting power		
Intro – if any		
	Target established at energy charrette	Mid design review On target (yes/no)
Whole building		
Individual spaces/space types		
Notes:		
Interior lighting controls		
Intro – if any		
	Target established at energy charrette	Mid design review On target (yes/no)
Occupant based		
Automatic daylight responsive controls		
Networked lighting controls		
Other		
Notes:		

Exterior lighting power and controls

Intro – if any

	Target established at energy charrette	Mid design review On target (yes/no)
Power		
Controls		

Notes:

Other:

