WATER ENERGY DESIGN
2 Starwood Drive Hampstead, NH 03841
603.329.8122 www.northeastgeo.com
A division of Water Energy Distributors, Inc.

# CUSTOM DESIGN PROJECT INFORMATION

INSTRUCTIONS AND REFERENCES

CLIMATEMASTER

**We appreciate that you are considering the services of Water Energy Design for your Geo-Exchange project. To better serve you, and help our interaction be as efficient as possible, we have developed this *Project Information Sheet* for you to fill out. The accurate and complete information you provide will allow us to address your questions and needs to the fullest extent. Depending on the service you are considering, some of the information is more pertinent. As you fill in the form below, please be candid and thorough, and gather all the information we request, if available. Read the reference sections below to determine if the requested information is appropriate, and include the proper attachments.**

**Send your completed form to the postal address above, via FAX at 603-329-0285, or email to: denise@northeastgeo.com**

**PROJECT INFORMATION AND CONTACTS:** This should be apparent and, as with all the information you provide on this form, the more specific you are will help us to identify the details and constituents of your project. However, the project address and client information (who will be contracting with Water Energy) are important and required.

**1) PROJECT DESCRIPTION:** To correctly propose an appropriate amount of hours required to complete our service to you, we must know specifics about your project. What is the context of the project? Is it a single building or multiple buildings? Is it industrial, commercial, office, warehouse, multi-unit residential, hospital, or other? Is the structure composed of wood or steel frame, and how is it insulated? Be descriptive and use "Notes" at the bottom for extra space.

**2) HVAC LOAD:** The main factor in determining the size and cost of any HVAC system is the Heating and Cooling energy required to maintain a comfortable environment in the building, otherwise known as "Heat Loss and Gain". This is commonly provided in "Btuh" for heating, and "Tons" for cooling. In addition, there is the "Connected Load" which is the total heating or cooling capacity of the installed equipment. If the project is still in the preliminary phase, we realize that you may not yet know the HVAC load. If this information is not available for Phase I – Feasibility Report, we can base our work on industry standards by utilizing other information that you provide about the structure. However, for any design construction, or knowledge based support by our office, a calculated Heat Loss and Gain prepared by your Mechanical Engineer is required. If you have a completed HVAC Load Analysis, please attach it when submitting this form.

**3) YOUR CONVENTIONAL HVAC SYSTEM:** This information is only required if you are requesting a Phase I – Feasibility Report. Whether this is a retrofit situation where you are replacing an existing system, or a completely new installation, what would be the conventional type of HVAC system installed? Additionally, please provide information regarding the capacity and expected usage for Domestic Hot Water.

**4) FUEL COST INFORMATION:** This information is only required if you are requesting a Phase I – Feasibility Report. To perform a reasonably accurate cost analysis estimate, comparing to the conventional fuel you would otherwise use (from item 3, above), or be able to estimate HVAC load (if not provided), we request that you attach 12 months of Electricity and Conventional Fuel statements from the existing system. If this is a new construction, or the activity on the existing utility statements is not valid for the current project, then we request that you approve the use of fuel cost data from your local utilities or qualified Energy Industry Information.

**5) ADDITIONAL MISCELLANEOUS INFORMATION:** Please provide any available information requested in this section. Most of the information requested in this section is more important for a Phase II – Design scenario. However, please consider that the more details you provide, the better we will be equipped to respond appropriately.

**6) IRRIGATION OR DOMESTIC WATER:** This information is important for both Phase I and Phase II contracts, but only applies if the Earth-Coupling design will consist of a Water-Producing well. A Closed-Loop application does not produce water, and therefore would not apply. At the informational stage, you may not know whether a water-producing well is going to be possible, but give us this information anyway so we can include it in design specifications.

**7) FINANCING METHOD:** This information is only required for a Phase I – Feasibility Report. For us to perform a reasonably accurate cost analysis estimate, define the financing terms for the investment of a Geo-Exchange system. The information you provide should include capitalization percentage, length of loan, and interest rate. If you do not yet know how you will finance a Geo-Exchange option, then we can use a standardized format for demonstration purposes.

**Thank you for your interest in Water Energy Design and ClimateMaster Heat pumps.**
**If you have any questions, please contact our Custom Design Division at 603-329-8122**

# CUSTOM DESIGN
# PROJECT INFORMATION FORM

(See page 1 for Instructions and References)

**DATE**_____

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| PROJECT INFORMATION | | PROJECT CONTACTS<br>PLEASE INCLUDE: NAME/COMPANY/ADDRESS/EMAIL/PHONE NUMBER | |
|---|---|---|---|
| ***Project Name***<br>*Preferred Reference Name* | | ***OWNER*** | |
| ***Project Address*** | | ***ARCHITECT*** | |
| ***City, State, Zip*** | | ***MECHANICAL ENGINEER*** | |
| ***Client Name*** | | ***GENERAL CONTRACTOR*** | |
| ***Company*** | | | |
| ***Address*** | | ***HVAC CONTRACTOR*** | |
| ***City, State, Zip*** | | | |
| ***Phone Number*** | | ***OTHER*** | |
| ***Email*** | | | |

| PROJECT DESCRIPTION[1] | | HVAC LOAD – Heat Loss/Gain[2]<br>☐ Attached ☐ Estimate if analysis is not available | |
|---|---|---|---|
| **Age** | ☐ **New** ☐ **Existing – Build Date:** | | |
| **Total Building Area Sqft.** | | *Heating* | |
| **Total Land Area Sqft.** | | *Cooling* | |
| **Number of Floors / Bldgs.** | / | *Connected* | |
| **Construction Type / Use** | / | *Notes* | |

**WHICH WATER ENERGY CUSTOM DESIGN SERVICE ARE YOU INTERESTED IN?**

See our website for details www.northeastgeo.com

☐ **Phase I – Feasibility Report** ☐ **Phase II – Design** ☐ **Phase III – Construction/Commissioning**
☐ **Knowledge Base Support** ☐ **Permitting Assistance**

**What is the required delivery date for the services you are requesting?** _____

**YOUR CONVENTIONAL HVAC SYSTEM[3] - What is current or would be used if not GeoExchange?**

**HEATING:** ☐#2 Oil ☐Natural Gas ☐Propane ☐Electric ☐Other_____
**COOLING:** ☐Electric Air Chiller ☐Water Cooled Electric ☐Pad Mounted Central A/C ☐Other_____
**DISTRIBUTION:** ☐Ducts ☐Baseboard ☐Radiant Floor ☐Other_____
**DOMESTIC HOT WATER:** ☐#2 Oil ☐Natural Gas ☐Propane ☐Electric ☐Other_____
**Expected Hot Water Usage (persons/day):** _____ **Does the project have inside pool?** YES / NO

**FUEL COST INFORMATION[4] (for feasibility report):**

**Are historic Electricity and Heating Fuel records available?** YES / NO
**If YES, then please forward 12 months of both Electricity and Fuel records with this form.** ☐ Attached
**If NO, then please acknowledge your approval for us to use price data from your local utilities:** ☐ Approved
**Are both Heating and Cooling Required?** YES / NO **If NO, then which is required?** _____

**ADDITIONAL MISCELLANEOUS INFORMATION[5]**

**Do you have Mechanical/Architectural/Site drawings for the project?** YES / NO ☐ Attached
**Will the project require heating and cooling simultaneously?** YES / NO Describe:_____
**What is the available electric line voltage?** ☐ 208-230 / ☐ 480 / ☐ 575 ☐ 1-Phase / ☐ 3-Phase
**Is there a dedicated mechanical room?** YES / NO Describe:_____
**Is additional future construction being considered?** YES / NO Describe:_____
**Is irrigation or domestic water[6] required from the well system?** YES / NO Describe:_____
**What is your expected financing method[7] for investing in Geo-Exchange?** Describe:_____
**Is any of the above information subject to change?** YES / NO Describe:_____

**COMMENTS / NOTES:**_____

For Water Energy use only:

Date Received_____ Customer Contacted Date_____ Project Entered into GM_____ Attachments Included? YES / NO