



California Association of Building Energy Consultants

Nonresidential Intake Checklist

Project Title/Address:
City/Building Department:
Project Assigned To:
Report to be Delivered by: e-mail/mail/will call
Date in: Date Out:

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Client's Name:
Mailing Address:
Phone: e-mail address:

Designer/Owner:
Mailing Address:
Phone: e-mail address:

Scope

Envelope/Mechanical/Interior Lighting/Covered Process/Electrical/Commissioning
New/Addition/Alteration/Existing+Addition+Alteration
Occupancy: Office/Retail/School/Restaurant/Other
Green Building Ordinance: GPR/LEED/Other

Envelope (Included? Y/N Will need for Mechanical compliance, too.)

Floor Plan: DWG/PDF/Hard Copy Existing: Year Built
Roof Insulation: Construction (Framing type and insulation):
Radiant Barrier? Y/N Cool Roof? Y/N
Wall Insulation: Construction (Framing type and insulation cavity):
Raised Floor Ins: Construction (Framing type and insulation cavity):
Slab Insulation/Depth: Heated? Y/N
Glazing: NFRC/COG (<1000sf)/Def Frame: Manufacturer:
Skylights? Y/N Glazing: NFRC/COG/Def Frame: Manufacturer:

Mechanical Features (Included? Y/N)

Plan: DWG/PDF/Hard Copy System Type: Simple/Complex
Heating: Air (gas/heat pump/other) or Water or None or other
Cooling: Air (gas/heat pump/other) or Water or None or other
Fans: Supply/Return/Exhaust/Other
Distribution System: Ducting/VAV Boxes/Radiant/Other
DWH: DWH Pumps? Y/N Multi-Family Central System? Y/N

Lighting (Included? Y/N)

Plan: DWG/PDF/Hard Copy
Interior Lighting: General/Display/Unconditioned Space
Exterior Lighting: Site Lighting Plan as DWG? Y/N