

## Project Request

Please provide the following information

### Contact Details

**Your Position:**  Engineer / Designer  Energy Consultant  Architect  
 General Contractor  Mechanical Contractor  Project Owner  
 Other – please specify:

Company Name:

Contact Name:     
 (Surname / Last Name) (First Name) (Initial)

Address:   
 (Street Name / Apartment Number / Unit Number)

City:	<input type="text"/>	State/Province/Region:	<input type="text"/>
Country:	<input type="text"/>	Postal / Zip Code:	<input type="text"/>
Telephone number:	<input type="text"/>	Mobile / Cell:	<input type="text"/>
E-mail address:	<input type="text"/>	Website:	<input type="text"/>

### Project Overview

Project Name:   
 Project Location:   
 Address:   
 (Street Name / Apartment Number / Unit Number)

City:	<input type="text"/>	State/Province/Region:	<input type="text"/>
Country:	<input type="text"/>	Postal / Zip Code:	<input type="text"/>

**Project Type:**  New Construction  Retrofit

**Building Type:**  Residential  MURB  Office  Commercial  
 Industrial  Institutional  District Energy  Other

Bore field size/shape:  or    
 (m<sup>2</sup> – square meters) (ft<sup>2</sup> – square feet) (description shape, e.g. rectangle, U-form)

Bore field location:  Below construction  Next to the construction

If New Construction – Planned project start date:

For **New Construction** turn to **page 2** and fill in all information.  
 For **Retrofit Applications** turn to **page 3** and fill in all information.

## Project Particulars – New Construction

Approximate date of construction:			
Floor space of Building requiring conditioning:		or	
	(m <sup>2</sup> – square meters)		(ft <sup>2</sup> – square feet)
Annual Heating Requirement (if known):		or	
	(kWh)		(kBtu)
Annual Cooling Requirement (if known):		or	
	(kWh)		(kBtu)
Peak Heating Demand (if known):		or	
	(kW)		(kBtu / hour)
Peak Cooling Demand (if known):		or	
	(kW)		(kBtu / hour)
Capacity of Heat pump (if known):		or	
	(kW)		(kBtu / hour)

**Please check the following:**

Is the building requirement for heating only?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the building requirement for cooling only?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are both, heating and cooling required?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, are you using active cooling (engaging the heat pump)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Or are you using passive cooling (cooling with circulating pump).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Is there a Domestic Hot Water (DHW) requirement?  Yes  No

If yes, total peak hourly requirement of DHW (60 °C / 140 °F):

	or	
(L/h)		(US Gal/min )

Has an Energy Model been completed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, is the Energy Model hourly or monthly?	<input type="checkbox"/>	Hourly	<input type="checkbox"/>	Monthly
Are project site plans available for review?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are mechanical drawings available for review?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are architectural drawings available for review?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have heat pumps been selected for the project?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please provide make, model and specifications.				

Are additional features integrated into the design such as:

<input type="checkbox"/> Snow melt / prevention	<input type="checkbox"/> Swimming Pool Heating	<input type="checkbox"/> Ice Storage
<input type="checkbox"/> Other – please specify:		

**Please forward all relevant documents and drawings for review – thank you.**

## Project Particulars – Retrofit Applications

Floor space of Building requiring conditioning:		or	
	(m <sup>2</sup> – square meters)		(ft <sup>2</sup> – square feet)
Annual Heating Requirement (if known):		or	
	(kWh)		(kBtu)
Annual Cooling Requirement (if known):		or	
	(kWh)		(kBtu)
Peak Heating Demand (if known):		or	
	(kW)		(kBtu / hour)
Peak Cooling Demand (if known):		or	
	(kW)		(kBtu / hour)
Capacity of Heat pump (if known):		or	
	(kW)		(kBtu / hour)

**Please check the following:**

Is the building requirement for heating only?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the building requirement for cooling only?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are both, heating and cooling required?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, are you using active cooling (engaging the heat pump)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Or are you using passive cooling (cooling with circulating pump)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Is there a Domestic Hot Water (DHW) requirement?  Yes  No

If yes, total peak hourly requirement of DHW (60 °C / 140 °F):

	or	
(L/h)		(US Gal/min )

Has an Energy Audit or review been completed?  
 If yes, please provide a copy.  Yes  No

Have any upgrades to the building been completed?  Yes  No

If yes, what type of upgrades were completed?

Glazing    
  Insulation    
  Building Envelop    
  Mechanical    
  Other

List years in which upgrades were completed:

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Please provide relevant documents – drawings and specifications – of the heating system and equipment currently in use in the building.

Please provide relevant documents – drawings and specifications – of the cooling system and equipment currently in use in the building.

Please provide relevant documents – drawings and specifications – of the DHW system and equipment currently in use in the building.