

## Pre-Assessment Information Form

Please complete this form as accurately as possible and return (email/fax) with any additional information you feel may help our team to conduct a more thorough assessment:

Kimberly Conley, Email: [kjconley@ncsu.edu](mailto:kjconley@ncsu.edu); Phone: 919-515-0903; Fax: 919-515-7968

Company/Organization Name \_\_\_\_\_

Desired Start Date \_\_\_\_\_

Objective of Energy Assessment (goals, expectations and needs)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_

Other Contact \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_ FAX \_\_\_\_\_

Street/Mailing Address \_\_\_\_\_  
 \_\_\_\_\_

Principal Products/Service  
 \_\_\_\_\_

S.I.C. Code \_\_\_\_\_

Annual Sales \_\_\_\_\_

Number of Employees \_\_\_\_\_ Annual Production \_\_\_\_\_

Number of Buildings to be considered  
 \_\_\_\_\_

| Utility         | Supplier |
|-----------------|----------|
| <b>Electric</b> |          |
| <b>Water</b>    |          |

### Pre-Assessment Information Form

#### Description of facilities to be included in the audit:

| Building | Square Footage | Age | Use/Operation Schedule |
|----------|----------------|-----|------------------------|
|          |                |     |                        |
|          |                |     |                        |
|          |                |     |                        |
|          |                |     |                        |
|          |                |     |                        |
|          |                |     |                        |
|          |                |     |                        |
|          |                |     |                        |
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|          |                |     |                        |

**Lighting (type, controls)**

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**HVAC Equipment**

Heating (type, size, areas served)

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Air Conditioning (type, size, areas served)

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**Processing Equipment**

Boilers (size, type, purpose)

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Air Compressors (size, type, purpose)

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Ovens / Kilns

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Refrigeration/Process Coolers

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Painting / Plating

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Water Heaters (size, type, purpose) (Please do not include residential-size water heaters)

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Other Process Equipment

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Describe Recent Initiatives Implemented for Efficiency and Conservation Impacts

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Please list or attach any additional information you believe would help us prepare for the on-site visit.

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Areas of Concern and/or Areas of Potential Savings

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**Please return via scan/email or fax to:**

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