Manual J Heat Loss, Seminars, Jobsite Assistance

## Mailing Information

Name $\qquad$

Address $\qquad$

City $\qquad$

State $\qquad$ Zip Code $\qquad$

Home Phone \# $\qquad$
Mail completed forms to:
Comfort -Calc
508 Brighton Place
Mechanicsburg, Pa. 17055
E-mail - Comfort-Calc@usa.com
Phone 717-877-9738
If you would like the information E-Mailed or Faxed back leave the proper information to do so. Your information will be process in a timely manor when your information and payment has been received.

The information will be processed normally within 24 hours and the results returned to you by fax, e-mail, or regular mail.
Remember our accuracy depends on your accuracy.
A very rough sketch of the perimeter and rooms of the home is very helpful. Measurements on drawing not required. No scale required. Helpful just to see a layout per floor. See example below.

Thank you for doing business with Comfort-Calc.

## Required Information:

Construction of home: brick/stone/block $\qquad$ aluminum /vinyl siding $\qquad$ asbestos siding $\qquad$ other $\qquad$
Does the home have a basement, crawl space or on a concrete slab? $\qquad$
Is the basement heated? $\qquad$
Approximate age of home $\qquad$ yrs.

Are your roof shingles light or dark? $\qquad$
Does the roof have a ridge vent or power attic fan? $\qquad$ (Note: not a full house fan)

How many heating thermostats are in your house? $\qquad$
What type of heat do you have now? Warm air___Hot water ___ Steam ___ Heat pump___Electric ___ Other ____
Do you get your domestic hot water for showers, baths and sinks from your present system? $\qquad$ What temperature do you keep your thermostats? Daytime $\qquad$ Nighttime/Away $\qquad$
Optional Questions: (These do not need to be answered. They are for informational purposes only)
Manufacturer of heating equipment $\qquad$
Model \# of heating equipment $\qquad$
Age of equipment (if known) $\qquad$
BTU size of old heating equipment $\qquad$

## Additional Notes:

Double check that all paperwork is filled out properly. (I have received a few lately missing room sizes.)
Is all your information on the Mailing Information Sheet accurate?

## Instruction for filling out the forms

(1) Name and number the room. This way I know I have all the rooms.
(2) Measure room length and width of all rooms heated or not. Don't forget the hallways.
(3) Ceiling height. If a cathedral ceiling give low point and high point or average.
(4) Heated room above would be a heated room not an unheated attic. Remember some of this ceiling may be exposed to an unheated area of the second floor. We need to know how much of the ceiling if any is exposed to an unheated part of the second floor. Example a cape cod. See drawing below.
(5) Ceiling insulation in inches or " $R$ " value If a heated room above place an " $X$ ".
(6) Is there a skylight? Yes or No. Guess at angle of 30,45 or 60 degrees roof pitch.
(7) Glass type for skylight circle proper window type.
(8) Wall construction, Brick, block, frame, Stucco etc
(9) Sidewall insulation in inches or "R" value. If unknown check unknown
(10) When measuring a basement area enter the amount of wall exposed above ground level.
(11) A fireplace in this room : Yes or No.
(12) Exterior door size: Width and height.
(13) Door construction: Solid wood, hollow wood, metal insulated, French door, sliding door etc. Note: Exterior doors only
(14) Size of glass in door and circle proper type of glass. If multiple frames measure overall size not each pane.
(15) Direction of window in door: N,S,E, W, NE etc. I will know the wall it is installed in.
(16) Window cover: Circle proper cover on windows and door windows.
(17) Storm door: Yes or No.
(18) Glass windows in storm door Circle Yes / No
(19) Windows: Use inches only, length and width, direction and quantity. Circle proper window type.

Exposed wall direction $\mathrm{N}, \mathrm{S}, \mathrm{E}, \mathrm{W}$ or a variation thereof, length and height. It is possible the exposed wall may be different then the room sizes. It could be a partial exposure Part of that wall could be covered by another room. State weather it is exposed to the outside element with an "E" or unconditioned "U" which would not be exposed to the elements but not a heated area. This could be exposed to a garage or closed in porch area. Exposed is exterior to the weather and Unconditioned is not exposed the weather like a kitchen wall which has a garage or enclosed porch on the other side the weather like a kitchen wall which has a garage or enclosed porch on the other side Do not list interior walls! Only exterior walls and unconditioned walls.
(20)Floor: heated below Yes or No. Place "X" in carpeted or other.
(21) Amount of floor insulation: Enter in inches or "R" value. If none use 0

## Caution-Do not use for a steam system

$\qquad$ X $\qquad$ (3)Ceiling Height $\qquad$ (If cathedral average height)

## Ceiling Information

(4)Is a heated room above? $\qquad$ If yes, does it cover this ceiling completely? $\qquad$ If not how much of this ceiling is exposed to attic $\qquad$ X $\qquad$ Note: Some homes the second floor rooms do not cover the first floor ceiling completely. For example a Cape Cod. See attached
(5).How much ceiling insulation? $\qquad$ (If heated above use an X )
(6)Is there a skylight?

If yes, approximate angle $\qquad$ degrees Glass Size $\qquad$ X $\qquad$
(7)Skylight Glass Type Single pane/ Double pane/ Triple pane/ Low E/ Gas Filled/ Storm Windows

## Wall Information

(8)Wall Construction $\qquad$ Frame, Stone, Brick, Stucco etc Side Wall Insulation $\qquad$ Unknown $\qquad$ If not known place an X
(9) If this room is in a basement what is the amount of wall exposed above grade?
(11)Is there a fireplace? $\qquad$ Open Front/Glass Doors/ Combustion air from outside Does this room have an Exhust Fan? $\qquad$
(14)Size of Door glass
$\qquad$ (13)Construction Wood Hollow/Wood solid Panel/Metal Insulated/French Doors/ Sliding Glass Doors (14)Size of Door glass__ X $\qquad$ Single pane /Double pane/Triple pane/Low E/ Gas filled (15)Direction of Door $\qquad$
(16)Door Window Cover: Blinds/ Curtains/ Blinds between glass/ No cover
(17) Storm Door $\qquad$ Construction Wood / Metal (18) Are there windows in the storm door? Yes / No
(18)Exposed Walls:

Direction Length
(E)xposed or (U)nconditioned See directions above for explaination


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(20)Floor heated below? $\qquad$ Carpeted $\qquad$ Other $\qquad$ (21) Amount of floor insulation $\qquad$
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$\qquad$ What level this room on? $\qquad$
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(E)xposed or (U)nconditioned See directions above for explaination

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(14)Size of Door glass $\qquad$ X $\qquad$ Single pane /Double pane/Triple pane/Low E/ Gas filled (15)Direction of Door $\qquad$
(16)Door Window Cover: Blinds/ Curtains/ Blinds between glass/ No cover
(17) Storm Door $\qquad$ Construction Wood / Metal (18) Are there windows in the storm door? Yes / No
(18)Exposed Walls:

Direction Length
$\square=$


Single pane/ Double pane/ Triple pane/ Low E/ Gas Filled/ Storm Windows Single pane/ Double pane/ Triple pane/ Low E/ Gas Filled /Storm Windows Single pane/ Double pane/ Triple pane/ Low E/ Gas Filled/ Storm Windows Single pane/ Double pane/ Triple pane/ Low E/ Gas Filled/ Storm Windows Floor Information
(20)Floor heated below? $\qquad$ Carpeted $\qquad$ Other $\qquad$ (21) Amount of floor insulation $\qquad$

## Side View

These area's would be 2 x x 14 of unconditioned space One on each side would be $2 \times 14 \times 2$ (both sides) $=56$ sq. ft.


The ceiling area exposed to the second floor attic not under the heated room must be reported on the first floor room.


## Drawing \#3

Adding in closets


This is an acceptable way to include closets


