###### B1: GENERAL INFORMATION & OPERATING SCHEDULE

Building \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Prepared by\_\_\_\_\_\_\_\_\_ \_Date\_\_\_\_\_\_

Equipment \_\_\_\_\_\_\_\_\_\_\_\_ Manufacturer \_\_\_\_\_\_\_\_\_\_Other ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_File # \_\_\_\_\_

Gross floor area\_\_\_\_\_\_ Occupied floor area\_\_\_\_\_ Number of Occupants \_\_\_\_\_\_\_\_

Type of ventilation system  Constant Air Volume  Variable Air Volume

Economizer?  Yes  No

**Operating Schedule**

|  |  |  |
| --- | --- | --- |
|  | **Weekdays** | **Weekends** |
| Occupancy (typical) | \_\_\_\_\_\_\_\_\_ am \_\_\_\_\_\_\_\_ p.m. | \_\_\_\_\_\_\_\_\_ am \_\_\_\_\_\_\_\_ p.m. |
| HVAC operation | \_\_\_\_\_\_\_\_\_ am \_\_\_\_\_\_\_\_ p.m. | \_\_\_\_\_\_\_\_\_ am \_\_\_\_\_\_\_\_ p.m. |
| Operation of exhaust | \_\_\_\_\_\_\_\_\_ am \_\_\_\_\_\_\_\_ p.m. | \_\_\_\_\_\_\_\_\_ am \_\_\_\_\_\_\_\_ p.m. |
| Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ am \_\_\_\_\_\_\_\_ p.m. | \_\_\_\_\_\_\_\_\_ am \_\_\_\_\_\_\_\_ p.m. |

1. Computer generated Building Management System (BMS) or Energy Management System (EMS) used to operate the building’s mechanical system?  yes  no
2. BMS or EMS system capabilities that are currently used

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Control of lighting system  manual  lighting-level based

time-based  other automatic

occupancy-based

**Notes**