



# HVAC Design Request

Date Submitted:		Quote Needed Date:	
<b>Project or Job Name:</b>		<b>Job Location:</b>	
Person Making Request		Best phone Number:	
Company Name:		Alternate Phone	
Street Address		E-Mail address	
Company Zip:		Fax:	
<b>Business Type:</b> (please circle)			
Mechanical contractor    Home Builder/remodeler    General contractor    Property Owner			
<b>Project Status:</b>			
<input type="checkbox"/> No contract yet   Bid Due Date: _____ <input type="checkbox"/> We have been awarded contract   Start Date: _____			
<b>Describe Design Types Needed</b> for example <i>“Hydronic Radiant Heat with supplemental hydro-air heat and central air conditioning with attic ductwork and indirect water heater.”</i>			
If complete system design is required please provide a blueprint or sketch with all window and wall dimensions carefully noted. If only replacement equipment quote is requested provide either that drawing or complete a survey of exterior windows, doors, walls, floors and ceilings.			
<b>Specify Fuel:</b>		Is gas piping or oil tank system quote needed?	
<b>Water Heater Gallons:</b>	<input type="checkbox"/> Gas Instantaneous / <input type="checkbox"/> Gas Tank Type / <input type="checkbox"/> Oil Tank / <input type="checkbox"/> Electric Tank / <input type="checkbox"/> Indirect “BoilerMate” Tank		
<b>Please Indicate</b>	Preferred locations for: Main Equipment, Fuel Line Entrance, Chimney, Outdoor Air Conditioning Condenser		
<b>Venting Preferences</b>	<input type="checkbox"/> Sidewall   Vertical <input type="checkbox"/>	<input type="checkbox"/> Masonry <input type="checkbox"/> Metal <input type="checkbox"/> PVC	
Existing Chimneys:	<input type="checkbox"/> Metal   Masonry <input type="checkbox"/>	Exposed to cold on more than one side?	Does chimney have clay tile or metal liner?
<b>Trunk Duct forced Air</b>	Locate in Basement? <input type="checkbox"/>	Locate in Attic? <input type="checkbox"/>	<input type="checkbox"/> Joist direction noted?
If replacement hot air furnace, what is capacity of any existing central air conditioning? _____	Height to basement ceiling joists? _____	Floor Joist spacing? _____	
<input type="checkbox"/> All <b>Window</b> Sizes Confirmed and provided	<input type="checkbox"/> Window <b>direction</b> noted for cooling design	<input type="checkbox"/> Window <b>types</b> and specs provided	<input type="checkbox"/> Floor Coverings Noted for radiant quotes?
<input type="checkbox"/> Wall Insulation & construction Indicated.	<input type="checkbox"/> Note Ceiling Insulation values	<input type="checkbox"/> Note Ceiling Heights	<input type="checkbox"/> Note Floor insulation <input type="checkbox"/> Height to grade
Will the basement be a living area? _____	Quote heating for garage?		
Energy code prohibits over sizing by more than 25%. Fire Safety code requires sprinkler system if 3 or more occupied floors are primarily above grade. (Colonial sells Uponor AquaSafe systems.)			

Received by Colonial Supply Representative: \_\_\_\_\_