

eQUEST data input form with suggested defaults

**Screen 1:**

- Project Name:
- Building Type:
- Location:

**Screen 2 Utility rates**

- Information:
- Areas and Floors:
- Cooling and Heating type:

**Screen 3:**

- Footprint Shape and Notes: pick the closest one.
- Zoning Pattern & Notes: Use Defaults
- Floor Heights: Measure or if the default is about right just accept.

**Screen 4 Building Envelope Constructions**

- Roof Surfaces: construction type, color
- Above Grade construction and color
- Walls: construction type & color, default is insulated so usually needs to be removed
- Ground Floor: floor construction default OK usually
- Infiltration: accept defaults but make notes if there are some occupied spaces without windows or doors or vents to outside, If the whole building is sealed then reduce the infiltration by half.

**Screen 5 Building Interior Constructions**

- Ceilings: type
- Vertical Walls: construction type
- Floors: type

**Screen 6 Exterior Doors**

- Door Types: get something close, two types and which direction
- Door Construction:

**Screen 7 Exterior Windows**

- Specification: get the number of panes right, note any special windows like tinted or double.
- Window Types:
- Window Construction:
- Gross % / Net % (frame width) default

**Screen 8 Exterior Window Shades and Blinds**

- Overhangs: important to note although not separately for each window but top floor versus all and by orientation

- Fins: same as above

#### **Screen 9 Roof Skylights these are not very common as they can cause heating**

- Zones:
- Amount:
- Dimensions:
- Glazing Type:
- Light Well:
- Custom Zones:
- Blinds:

#### **Screen 10 Ground Floor Daylight Zoning**

- Daylit From:
- Photosensors:
- Lighting control
- Method:
- Custom Zones: (from image)

#### **Screen 11 Typical (Middle) Floor Daylight Zoning**

- Daylit From:
- Photosensors:
- Lighting Control
- Method:
- Custom Zones:
- (from image)

#### **Screen 12 Top Floor Daylighting Zone**

- Daylit From:
- Photosensors:
- Lighting Control Method:
- Custom Zones:

#### **Screen 13 Activity Areas Allocation Let all these default unless you know better**

- Describe Settings:

#### **Screen 14 Occupied Loads by Activity Area**

- Describe estimate average sq ft per person or desk
- Settings:

#### **Screen 16 Unoccupied Loads by Activity Area**

- Describe Settings: watch for UPS left on or voltage transformers

#### **Screen 17 Main Schedule Information Usually defaults OK here**

- Describe Settings:

#### **Screen 18 Interior Lighting Loads and Profiles**

- Describe

#### **Screen 19 HVAC System Definitions**

- System 1: central or individual type

#### **Screen 20 HVAC Zones: Temperature and Air Flows**

- Thermostats:

#### **Screen 21 Packaged HVAC Equipment**

- Describe Settings:

#### **Screen 22 HVAC System Fans**

- Describe Settings: change from California default to be standard unless the fan rating is known to be higher
- System 2:
- System 1 Serves:
- Temperatures:
- Air Flows: leave default

#### **Screen 23 HVAC System #1 Fan Schedules check that defaults are OK**

- Describe Settings:

#### **Screen 24 HVAC System #2 Fan Schedules**

- Describe Settings:

#### **Screen 25 HVAC Zone Heating, Vent and Economizers**

- Describe Settings:

#### **Screen 26 HVAC System Hot/Cold Deck Resets**

- Describe Settings: use default

#### **Screen 29 Cooling Primary Equipment / Primary Equipment Heat Rejection**

- Describe Settings: type

#### **Screen 30 Chilled Water System Control**

- Describe Settings: Try to find the EER or the SEER, remember to note the units as Imperial is different units. Take the name plate values down in case we have to estimate the EER

#### **Screen 31 Heating Primary Equipment Set to no Heating**

- Describe Settings:

### **Screen 32 Hot Water System Control**

- Describe schedule and settings

### **Screen 33 Domestic Hot Water Heating Equipment**

- Describe
- Settings:

### **Screen 35 Electric Utility Charges / Utility Block Charges / Utility Time-of-Use Charges**

- Describe
- Settings:

### **Screen 36 Electric Utility Time-of-Use Periods**

- Describe
- Settings:

### **Screen 37 Fuel Utility Charges**

- Describe Settings:
- Describe Settings: gas or electric, instantaneous or tank, efficiency if marked on the unit otherwise does the combustion chamber have a fan on combustion air or just a chimney draft?

### **Screen 41 Project Information**

- Building
- Location:
- Building Owner:
- Auditor and date of validity of data.
- Monthly or Annual (January through December) Energy Billing data for same date of validity.