

Custodian: _____

SCHOOL ID #: _____

BORO: _____

SCHOOL #: _____

1-C

HVAC Survey Form

Part 1: Heating System and Equipment	
Type of Heating System	Steam / Hot Water / Air Systems / Electric Resistance / Heat Pumps
Type of Steam Distribution	Vacuum / Condensate Receivers / Gravity
Number of Boilers	0 / 1 / 2 / 3 / 4
Type of Fuel	Gas / 2 oil / 4 oil / 6 oil / Purchased Steam
Type of Burners	Rotary Cup / Air Atomizing / Other
Hot Water Generation	from boilers / separate / both
Controls	Pneumatic / TRV / Digital (BAS)
Part 2: Cooling Equipment	
Approximate % of school air-conditioned, including by room units	0 / 25 / 50 / 75 / 100
Type(s) of equipment	Room Units / Rooftop Packaged / Chiller-Central
Controls	on room units / pneumatic / digital (BAS)
Part: 3 Ventilation	
Outside air supply Circle all that apply	Infiltration / Unit Ventilators / Rooftop Units / Air-handlers
Exhaust Fans Circle all that apply	Bathrooms / kitchen / classrooms / hallways / stairwells / Other
Areas with dedicated ventilation	eg – kitchen, auditorium
See HVAC Survey PARTS 4 & 5 on next page (OVER)	

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Part 4: Verification of Recorded Data*Please review the equipment inventory spreadsheet provided to you.***Is equipment listed correct and data accurate? YES / NO**

If no, please indicate what is wrong

Is there major equipment that should be added to the Inventory? Specify:

Part 5: Operating Conditions

Daily Start Up Time of Boilers

Daily Shut Down Time of Boilers

Ventilation on during bldg warm up? YES / NO

Areas zoned off during heating for after-school program? YES / NO

of boilers on-line in mild weather short-cycling observed?

Windows commonly open during heating? YES / NO ALL OVER / LOCALIZED

Main Boiler is on-line through summer for hot water? YES / NO

Insulation on piping and equipment in good repair? YES / NO

Typical temperature range you estimate in classrooms during heating

Condition of Heating Controls Poor (non-operative) / Fair / Good

Typical temperatures you estimate in conditioned rooms when cooling

Room unit daily shut-down Manual / Time clock / central

Condition of Cooling Controls Poor (non-operative) / Fair / Good