

SpacePak Manual J Load Analysis & Manual D Duct Design Project Sheet

SpacePak

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This PDF has pull-down menus and text boxes that can be completed on your computer and either:

- If you have full Adobe PDF: File/"save as" to a folder you can easily find on your computer & email back as an attachment
- If you have ONLY Adobe Reader
 - print & fax
 - OR install CutePDF which installs a PDF printer to your computer. See last page of this form for downloading instructions

We believe this will make the Manual J, S & D process easier.

- SpacePak does not provide Radiant layouts and cannot account for piping losses in the Manual J report. We also can only provide Geothermal Manual J reports from the ground up. However, your Geothermal or Radiant provider should be able to account for these losses

SpacePak: 5-day turnaround from when all needed information is received

Submitter:	
Name:	
Company:	
E-mail:	
Telephone:	

Size of Residence	Select One
Conditioned Space	
< 2,000 sq. ft	
2,000-3,500 sq. ft	
3,500-5,000 sq. ft	
5,000-6,500 sq. ft	
6,500-8,000 sq. ft	
8,000-15,000 sq. ft	
>15,000 sq. ft	

Format of Plans:	Preferred: AutoCAD: Floor plans ONLY in AutoCAD 2009 or older (please include each floor plan as a separate file) & PDF: Floor plans, section cuts, elevations, window & door schedules
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Tracking #:	Hardcopy – send to: SpacePak Load Calculation Layout 260 North Elm Street Westfield, MA 01085
Hand Sketches	Least Preferred but we can work with: Please include room dimensions to nearest ½ ft and window height & width

Some locations require simply an “ACCA Certified Manual J report” while others have specified design conditions. **However, IF your municipality, city or state permit office or LEED/Build Green project requires certain design criteria inputs, it is the client’s responsibility to provide current information to SpacePak UPFRONT.**

Project Information:	
Project #	Assigned by Savoy Engineering Group
Project Name (ex: Smith Residence)	
Project Address:	
Project City:	
Project State:	
Project Zip code:	

Manual S HVAC Equipment Selection

Type of Conditioning:	Manual S Equipment Selection
Cooling: DX R-410a Heatpump R-410a Chilled Water Other	
Heating: Electric Furnace Hot Water Coil Heatpump R-410a Chilled Water Other	



Do you want SpacePak to size your equipment based on:

1. 70/30 Split: SHR of 0.70 or 70% sensible and 30% latent
2. EnergyStar Version 3.0 (effective 01 Jan 2012) with the following criteria:
 - a. SHR = Sensible Load / Total Load
 - b. A/C ONLY: Listed Total Cooling Capacity must be sized at 95-115% of Design Total Heat Gain, or the next nominal size that is available to satisfy the latent and sensible requirements
 - c. HEATPUMP: Listed Total Cooling Capacity must be sized at 100-140% of Design Total Heat Gain, or next nominal size unless a larger size is dictated by the cooling equipment selection
 - d. HEAT ONLY: Listed Output Heat Capacity must be sized at 100-140% of Design Total Heat Loss

Zoning & Building Orientation	
Please indicate location of EACH AHU & duct: conditioned basement/crawlspace, unconditioned basement/crawlspace, unconditioned cavity insulated attic, unconditioned roofline insulation attic, conditioned space	
# of AHU's – please include AHU information (ex: 1 st floor & 2 nd floor or list of rooms for each AHU or draw on floor plan)	
Which way does FRONT of BUILDING face?	
Which way does FRONT DOOR face? (if different than building)	
Number of Bedrooms?	

Indoor Design Temperature:	
Heating: 70 F or Other	
Cooling: 75 F or Other	

- EnergyStar recommends 70 F winter indoor & 75 F summer indoor temperatures
- Outdoor Design Temperature is based on ASHRAE 2009 weather data

Infiltration:	
Construction Quality: tight, semi-tight, average, semi-loose, loose	
# of Stories	
# of Fireplaces	
Fireplace Quality: tight, semi-tight, average, semi-loose, loose	



We **only** include the floor plans we **receive**. If the attic, crawlspace or basement are **conditioned**, floor plans must be **included**

Crawlspace	Bsmt/Cellar	1 st FL	2 nd FL	3 rd FL	Attic

MISC:	Select One
Make-Up or Outdoor air	
ERV	
HRV	

- Energy Star 3.0 **DOES** require the introduction of Make-Up air
Construction Materials

Roof:	
Flat Roof or Sloped Roof	
Vented or unvented attic	
Asphalt Shingles Wood Shingles Tile, Slate or Concrete Metal Tar & Gravel Membrane	
Ceiling Insulation R-Value	
Roofline or Cavity Insulation?	
Spray Foam or Batt Insulation?	
Ceiling Finish: 1/2" gypsum board 5/8" gypsum board 3/4" wood	
Ceiling Heights (Identify any cathedral ceiling heights)	Basement: 1 st floor: 2 nd floor: Other:

Walls:	
Frame: 2x4 wood, 2x6 wood, 2x4 metal, 2x6 metal	
Exterior: Metal Brick 4" Brick 8" Stucco Siding Wood Log SIP ICF	
Sheathing: 3/8" wood 1/2" wood 5/8" wood	
Wall Cavity Insulation R-Value	



Spray Foam or Batt Insulation?	
Interior Finish: 1/2" gypsum board 5/8" gypsum board 3/4" wood	
Basement Wall – if conditioned	

Floor:	
Below Grade or On Slab Insulation: perimeter or full, R-Value	
Over Unconditioned Basement Over Crawlspace Over Garage Cavity Insulation R-Value	
Basement Floor – if conditioned	

Windows: INCLUDE SCHEDULE	
Single-pane Double-pane Triple-pane Low-e	
U-values: Winter & Summer	
SHGC	
Frames: Metal Wood Vinyl Other	
Window Shading: Overhang?	

Doors: INCLUDE SCHEDULE	
Wood- hollow core Wood – solid core Wood – panel Metal – fiberglass Metal – polyurethane French Door Glass sliding doors	

Manual D Duct Design

Needed Items:

- 1) Reflected Ceiling Plan & Framing Plan
AND/OR suggested duct layout drawn on each floor plan
- 2) Any known limitations & restrictions
 - a. Please sketch a suggested duct location for problem areas

SpacePak allows **ONE FREE** revision **once the project is SOLD SpacePak** so please ensure **ALL** parties review SpacePak's Project Summary prior to submitting your **FREE** revision. All revisions:

- **MUST** be submitted in writing AND legible

Are completed on Tuesday & Thursday afternoons in the order received

