

# Energy Checklist for High Performance School (HPS) Projects

DATE: OCTOBER 3, 2007

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## THIS DOCUMENT CONTAINS SUBMITTAL REQUIREMENTS FOR INITIAL REVIEW (A) AND SUBSEQUENT BACKCHECK (B).

### A. **INITIAL REVIEW**: INCLUDE FOLLOWING ITEMS IN DSA HPS INITIAL REVIEW SUBMITTAL PACKAGE:

#### 1. Transmittal letter

- List the items included in submittal package and provide contact person's name, e-mail address and telephone number.

#### 2. EnergyPro- Or other California Energy Commission approved performance compliance approach:

2.1 **PDF**: Provide electronic PDF Title 24 "performance" compliance report for each building. The "Title 24 Report" shall include the following nonresidential Title 24 forms (Note: Based on project scope, certain forms, such as OLTG-4-C may not be required):

1. **PERF – 1**: Page 1 of the EnergyPro "Performance Certificate of Compliance" shall include names of Documentation Author and applicable Principal Designers. NOTE: SIGNATURES NOT REQUIRED AT PRELIMINARY REVIEW.
2. **ENV-1-C**: Envelope Certificate of Compliance
3. **MECH-1-C**: Mechanical Certificate of Compliance
4. **MECH-2-C**: Air System, Water Side System, Service Hot Water & Pool Requirements (3 parts)
5. **MECH-3-C**: Mechanical Ventilation (1 part)
6. **MECH-5-C**: Mechanical Equipment Details (2 parts)
7. **LTG-1-C**: Lighting Certificate of Compliance (3 parts)
8. **LTG-2-C**: Indoor Lighting Schedule (2 parts)
9. **LTG-4-C**: Lighting Controls Credit Worksheet (optional)
10. **LTG-6-C**: Tailored Method Summary and Worksheet (optional)
11. **OLTG-1-C**: Certificate of Compliance
12. **OLTG-2-C**: Lighting Compliance Summary
13. **OLTG-3-C**: Illuminated Area Calculation Worksheet
14. **OLTG-4-C**: Sign Lighting Compliance
15. **ENV – MM**
16. **LTG – MM**
17. **MECH – MM**
18. Construction Assemblies Worksheet for adjusting and combining assemblies from Joint Appendix IV, "2005 Building Energy Efficiency Standards, Nonresidential Compliance Manual." (Optional)

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**2.2 Electronic file(s):** Provide on CD-ROM or as e-mail attachment. Calculate and save before submitting.

**3. Project Specifications, Forms and Reports**

**3.1 SPECIFICATIONS:** Provide electronic version (may be PDF format) on CD-ROM.

**3.2 FORMS:** Must contain the following:

- Unless minimal efficiency and default capacities are used in the performance analysis, either equipment cut sheets showing rated capacities, fan bhp, and airflow at ARI conditions, or the installation certificate must be provided.
- Other documentation supporting each non-standard or non-default value used in the performance approach and indicated in the Exceptional Conditions list on the PERF-1 form must also be included.

**4. Blueprints**

**4.1** Provide complete set of project drawings, half-size prints

**4.2** Central Plant:

If project includes Central Plant (for heating, cooling, or hot water), contact DSAEPR for additional requirements.

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**B. BACKCHECK: INCLUDE FOLLOWING FINALIZED ITEMS IN DSA HPS BACKCHECK SUBMITTAL PACKAGE**

**1. Transmittal letter**

- Same as Paragraph A.1

**2. EnergyPro-**

**2.1. A. Hardcopy of report(s), same forms as Paragraph A.2.1 except PERF-1 Page 1 must be signed and dated by Documentation Author and applicable Principal Designers. Names shall be printed and legible. Other forms requiring signature:**

1. Part 1, MECH-1-C
2. Part 1, LTG-1-C
3. Part 1, OLTG -1-C

**B. PDF copy of report(s), same forms as Paragraph A.2.1**

**2.2 Electronic Files, Same as Para A.2.2**

**3. Project Specification, Forms and Reports**

- Same as paragraph A.3.

**4. Blueprints**

**4.1** Same as paragraph A.4 with following additions:

1. Architectural Sheets shall include Title 24 Envelope Mandatory Measures – ENV-MM form or equivalent notes.
2. Electrical Sheets shall include Title 24 Electrical Mandatory Measures – LTG-MM form or equivalent notes
3. Mechanical Sheets shall include Title 24 Mechanical Mandatory Measures –MECH-MM form or equivalent notes
4. Forms requiring signature, identified in Para B.2.1.A, shall be on the plans
5. Title 24 Sheet/Section for each building shall include:
  - Copies of DSA's Approved EnergyPro PERF forms (Parts 1, 2, and 3). Signatures not required. Run Initiation Time and Run Code must be same as in paragraph B.2