

## Initial Consultation Questionnaire and Checklist

Thank you for your interest in our services! Most of our projects start off with an "Initial Consultation", which typically costs \$100 (but check with us to verify the fee for your particular project). The initial consultation is where we evaluate your project, run your room-by-room heat load calculations, present our zoning recommendations, price out options, and provide lots of useful feedback about your system choices. This process usually takes 1-2 weeks before we get to "final" numbers, depending on the time of year and your responsiveness to our questions.

In a nutshell, by the end of the consultation you should know **what you want to do, why, and how much it will cost**. We go to great lengths to generate information that will serve your needs well, and part of that is making sure we have the best information we can get about your project and your needs.

**For all projects, we need a floorplan or at least a sketch of the floorplan, with dimensions marked, and approx. window locations. Elevations, window/door schedules, and sectional views are helpful! Also, please mark "North" on the plan.**

The floorplan may be part of a larger planset which may include much of the information we ask for here. However, to help us avoid mistakes and to make sure that any possible changes from the plans' info are addressed, **please summarize even that information in the following checklist!**

Whenever you are done, you can fax this to us at 207-582-8755 or email the info to sales@NRTradiant.com

### Section One: Site/Project Information

<b>Your Name:</b>	<b>How Did you Hear about us?</b>
<b>Your Mailing Address:</b>	<b>Phone/Fax Numbers:</b>
1. What is the building address, or an address nearby?	
2. When do you expect to start installing the system?	3. Is the Job site particularly windy?
4. Is the Ground Clay, rock, sandy? Wet or Dry?	5. Is this a full-time residence, a vacation home, or...?
6. Does this area see long power outages (without a backup generator), is the house unoccupied for long periods, or do you have any reason to suspect that you couldn't keep a house warm for a few days in case of a heating system failure?	

## Section Two: System Information

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7. What fuel options are possible? (Oil, Propane, Natural Gas, Electric, Solar, Wood, Geothermal, etc)

8. Will the heating system also heat your domestic hot water? If so, are there any spa showers, jacuzzis, or other very large domestic demands?

9. Are you considering any specific Boilers, water heaters or other heat sources? If so, what?

*If there is an existing heat source to be reused, let us know the make/model!*

10. Are we re-using or tying into an existing heating system, or are any components for this system already installed? Please give us as much detail as possible if so (drawings or photos if possible).

## Section Three: Personal Information

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11. What are you looking for from your system? Mark any that apply:

<input type="checkbox"/>	I want the <b>best value</b> in comfort, efficiency, and reliability.
<input type="checkbox"/>	I want top of the line comfort
<input type="checkbox"/>	I want to be as efficient as possible, even if there isn't necessarily payback
<input type="checkbox"/>	I want the best quality components possible to avoid any reliability problems later
<input type="checkbox"/>	I want to use to best technology I can afford, and play with it.
<input type="checkbox"/>	My budget is tight, and I need to economize as much as possible.
<input type="checkbox"/>	Warm feet are not as important to me as overall comfort or efficiency.
<input type="checkbox"/>	Installation time and labor are not a problem if it can save money.
<input type="checkbox"/>	I have never experienced radiant, and I'm not positive I want or need it, please advise!
<input type="checkbox"/>	I don't want to have to learn how to use my system. It should be simple and intuitive.
<input type="checkbox"/>	I am very interested in the design process and I want details!
<input type="checkbox"/>	Don't bother me with obscure details, just tell me what is best for me and why in clear language!

12. If you have any particular zoning requirements, please note them here:

13. If you have any other specific constraints or desires, Please let us know what they are!

## Section Four: Construction/Heatloss Information

Please fill out the following information for all areas to be heated from this hot water system, not just radiant areas:

**Basement or Slab Level:**

14. Slab Thickness?

15. Ceiling Height?   
16. Is the slab Existing?

17. Insulation Under Slab, and on vertical edges of slab between slab and wall:

18. Exterior / foundation wall construction types, and insulation type / thickness:

19. If we do not have elevations showing this, describe the grade height on each wall for basements:

20. Expected Finish Floors, room by room: Wood, Tile, Carpet, etc:

21. Expected Heating Methods: Radiant in or over slab, baseboard, air handler, etc:

**First Floor Level:**

22. Ceiling Heights?

*For Cathedral, we need peak and wall heights; for vaulted ceilings, flat width is needed as well.*

23. Floor Joist type / spacing, and floor insulation type / thickness. For joist radiant installs, subfloor thickness:

24. Exterior wall construction types, and insulation type / thickness:

25. Any exterior ceiling insulation type / thickness for flat and cathedral areas, and note any skylights:

26. Expected Finish Floors, room by room: Wood, Tile, Carpet, etc:

27. Expected Heating Methods: Radiant under subfloor, over subfloor, Warmboard, Ceiling, etc..

*If using an over-subfloor method, let us know how much height we can use!*

**Second Floor Level:** 28. Ceiling Heights?

*For Cathedral, we need peak and wall heights; for vaulted ceilings, flat width is needed as well.*

29. Floor Joist type/spacing, and floor insulation type/thickness. For joist radiant installs, subfloor thickness:

30. Exterior wall construction types, and insulation type/thickness:

31. Any exterior ceiling insulation type/thickness for flat and cathedral areas, and note any skylights:

32. Expected Finish Floors, room by room: Wood, Tile, Carpet, etc:

33. Expected Heating Methods: Radiant under subfloor, over subfloor, Warmboard, Ceiling, etc..

*If using an over-subfloor method, let us know how much height we can use!*

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**Window Information:**

34. Window Manufacturer:

35. Series:

36. U-Factors or R-values:

*Use Total Assembly, not center of glass value:*

**If you do not know the MFG/Series of your windows, please describe them below:**

37. Single, double or triple pane? Low-E and/or Argon filled? How they are clad? Do you have Storm Windows? How old are they? Are they drafty? Include any other notes you can think of.

**We need to be able to measure or see all window/door ROUGH OPENING sizes on the plans or in a window schedule that is marked in relation to the plans! And don't forget those basement windows!**

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**If you are heating additional areas such as garages, we will need this information for those areas as well.**

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Thanks! Once we receive this information, we'll let you know, and get going on your initial consultation.  
Take care,

**-The NRT Team**