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RETURN TO:
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Bitter Root RC&D Area, Inc.

Fuels for Schools and Beyond Wood Energy Program

PRE-FEASIBILITY ASSESSMENT FORM

Date: _____

Mailing Address: _____

Person filling out form: _____

Facility: _____

County: _____

State: _____

Contact Person: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

I. SCHOOL/FACILITY INFORMATION

Check one:

- Elementary
- Middle school / Junior High
- High School
- Other:

(describe): _____

Size of facility: _____ (sq. ft. heated space)

No. of students: _____

Year of construction: _____

Year(s) of major renovation(s): _____ Next planned renovation: _____

No. of floors: _____

No. of Buildings: _____

II. HEATING SYSTEM

Configuration (check one or more):

- Heating plant in one location
- Different heating plants in different locations;
How many?: _____
- Individual, room-by-room heating systems
- Boiler room accessible to vehicles

How is heat delivered to rooms? (check all applicable):

- Hot water
- Steam
- Ducted air
- Electric heat

Capacity (Btu or kW) _____

How is space heat generated? (check all applicable):

- Hot water boiler
- Warm air furnace (in mechanical room)
- Gas duct heaters or roof-top systems
- Steam boiler
- Electric Boiler
- Electric baseboard
- Electric duct coils
- Electric furnace
- Heat pumps

Describe locations of different parts of the heating system and what building areas are served:

What fuels are used? (check all applicable):

- Natural gas
- LP gas (propane)
- No 2 fuel oil/ Diesel
- Other; Type: _____

Describe fuel storage (number, capacity, location of tanks):

Is this fuel also for: other uses just space heating

DOMESTIC HOT WATER

Uses of domestic hot water (check all applicable):

- Lavatories
- Kitchen (for regular hot lunch program)
- Gym showers: Heavily used? Yes No
- Other large uses: _____

What fuels are used? (check all applicable):

- Natural gas No 2 fuel oil
- LP gas (propane) Diesel
- Electric Other; Type: _____

Type of system (check all applicable):

- Single tank-type heater
- Multiple tank-type heaters
- Off heating boiler, with separate storage tank
- Hot water generator with separate storage tank
- Other; Type: _____

Describe location of heater(s), including areas/used served:

Describe fuel storage (number, capacity, location of tanks):

III. OTHER INFORMATION

Provide any other information that will help us understand your space heating and domestic hot water systems (attach additional sheets as needed):

IV. BUILDING ENVELOPE

- Single pane glass Double pane glass
- Wall type _____ Insulation value _____
- Roof type _____ Insulation value _____

Please provide drawings of your facility:

- Architectural Mechanical Electrical

V. FUEL RECORDS

- Attach a three-year account history for each fuel delivered to the school from ___/___/20___ to ___/___/20___. Include delivery date, gallons (fuel oil or propane) or decatherms (natural gas or propane) and invoiced cost.
- If electric heat is a major heat source for the school; supply monthly electric billing records, including kilowatt hour usage and cost and (if applicable) monthly peak demand in KW.
- Also attach electric billing history if electric water heaters are used for major domestic hot water loads (excluding lavatories).

– OR –

- I authorize CTA Architects Engineers to access electronic copies of our facility's fuel records from our energy provider.
- Signature: _____ Date: _____
- Name of Energy Provider: _____ Account # _____

VI. WOOD FUEL COSTS (To be filled in by state Fuels for Schools coordinator)

- Wood pellet cost delivered to school/facility \$ _____/ton.
- Wood chip cost delivered to school/facility \$ _____/ton.
- Distance to nearest wood pellet and wood chip suppliers? _____
- Can wood chips be stockpiled on site or at a nearby facility? _____