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**RETURN TO: Wyoming Fuels for Schools and Beyond Coordinator:**  
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## Fuels for Schools and Beyond Wood Energy Program

### PRE-FEASIBILITY ASSESSMENT FORM

Date: \_\_\_\_\_  
 Person filling out form: \_\_\_\_\_  
 Facility: \_\_\_\_\_  
 County: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 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:

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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? \_\_\_\_\_