

## FAQ for Filling Out Manual J Form

1. You can find the building orientation on the “site plan” on the plans.
2. **Square footage** isn’t always included on the plans and it shows up on different pages depending on the architect when it is included. It is usually found on the first few pages of the plans, but some architects put it on the “floor plan” pages.
3. **Attic style** is typically found on the “wall section” page of the plans.
4. **Wall type** is typically found on the “ wall section” page of the plans.
5. **Window information** can sometimes be found on the “window schedule” on the plans, although, it usually isn’t included in the plans. This information is usually provided by the window installers.
6. **Floor type** is typically found on the “wall section” page of the plans.
7. **Location of ducts** is typically decided by the architect or the HVAC contractor.
8. **Location of the furnace** of air handler is typically decided by the architect or the HVAC contractor.
9. **Equipment information** is decided by the HVAC contractor.

## Information Necessary For Calculations

**Bundled Manual J, S, & D** – Manual J Form + Floor plans + Customer information Sheet

**Manual J block Load** – Manual J Form + Customer information Sheet

**Manual J Room by Room** – Manual J Form + Customer information Sheet + Floor Plans

**Manual S “only”** – Copy of their Manual J, Model numbers of equipment they intend to use

**(Offer to perform the Manual J if they do not have one.)**

**Manual D Only** – Customer Information Sheet + Floor Plans + Model Number of the Air Distribution Equipment (Furnace, Air Handler, Package Unit, Fan Coil) they intend to use

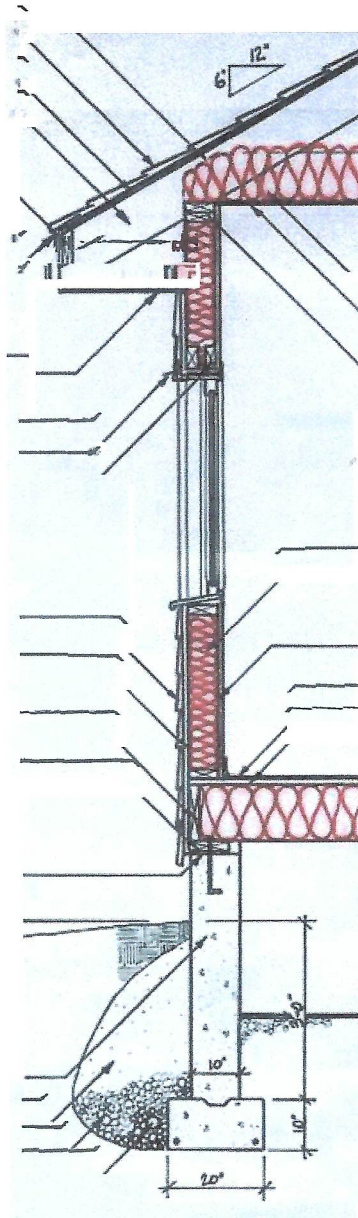
**Manual Q Only** - Customer Information Sheet + Floor Plans + Model Number of the Air Distribution Equipment (Furnace, Air Handler, Package Unit, Fan Coil) they intend to use

**ResCheck** – Energy Compliance Form + Customer Information Sheet

**ComCheck** - Energy Compliance Form + Customer Information Sheet

**Residential Florida Energy Efficiency Code** – Energy Compliance Request Form + Customer Information Sheet + Floor Plans + Model numbers of equipment they intend to use

**Commercial Florida Energy Efficiency Code** - – Energy Compliance Request Form + Customer Information Sheet + Floor Plans + Model numbers of equipment they intend to use



**Roof Deck Insulation**

**Ceiling Insulation**

**Wall Insulation**

**Floor Insulation**