



SpacePak Manual J Load Analysis Project Sheet

SpacePak

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This PDF has pull-down menus and text boxes that can be completed on your computer and either:

- If you have full Adobe PDF: File/"save as" to a folder you can easily find on your computer & email back as an attachment
- If you have ONLY Adobe Reader
 - print & fax
 - OR install CutePDF which installs a PDF printer to your computer.

We believe this will make the Manual J process easier.

- 1) SpacePak will provide room by room heating and cooling load as well as room by room outlet count.
- 2) SpacePak does not provide main duct and branch layout. Routing of all duct work shall be the responsibility of the installing contractor.

SpacePak: 10-day turnaround from when ALL needed information is received

Submitter:	
Name:	
Company:	
E-mail:	
Telephone:	

Size of Residence	Select One
Conditioned Space	
< 2,000 sq. ft	
2,000-3,500 sq. ft	
3,500-5,000 sq. ft	
5,000-6,500 sq. ft	
6,500-8,000 sq. ft	
8,000-15,000 sq. ft	
>15,000 sq. ft	

Format of Plans:	Preferred: PDF: Floor plans, section cuts, elevations, window & door schedules* & Floor plans ONLY in AutoCAD 2009 or older (please include each floor plan as a separate file)
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*When Emailing Drawing files, the SpacePak Server can only receive up to 5 MB of data in a single Email.

Tracking #:	Hardcopy – send to: SpacePak Applications Engineering Group 260 North Elm Street Westfield, MA 01085
Hand Sketches	Least Preferred but we can work with: Please include room dimensions to nearest ½ ft and window height & width

Some locations require simply an “ACCA Certified Manual J report” while others have specified design conditions. **However, IF your municipality, city or state permit office or LEED/Build Green project requires certain design criteria inputs, it is the client’s responsibility to provide current information to SpacePak UPFRONT.**

Project Information:	
Project #	Assigned by SPACEPAK Application Engineering
Project Name (ex: Smith Residence)	
Project Address:	
Project City:	
Project State:	
Project Zip code:	

Type of Conditioning:	Desired Equipment
Cooling: DX R-410a Heatpump R-410a Chilled Water Other	
Heating: Electric Furnace Hot Water Coil Heatpump R-410a Chilled Water Other	





Zoning & Building Orientation	
Please indicate location of EACH AHU & duct: conditioned basement/crawlspace, unconditioned basement/crawlspace, unconditioned cavity insulated attic, unconditioned roofline insulation attic, conditioned space	
# of AHU's – please include AHU information (ex: 1 st floor & 2 nd floor or list of rooms for each AHU or draw on floor plan)	
Which way does FRONT of BUILDING face?	
Which way does FRONT DOOR face? (if different than building)	
Number of Bedrooms and Occupants?	

Indoor Design Temperature:	
Heating: 70 F or Other	
Cooling: 75 F or Other	

- EnergyStar recommends 70 F winter indoor & 75 F summer indoor temperatures
- Outdoor Design Temperature is based on ASHRAE 2009 weather data

Infiltration:	
Construction Quality: tight, semi-tight, average, semi-loose, loose	
# of Stories	
# of Fireplaces	
Fireplace Quality: tight, semi-tight, average, semi-loose, loose	



We **only** include the floor plans we **receive**. If the attic, crawlspace or basement are **conditioned**, floor plans must be **included**

Crawlspace	Bsmt/Cellar	1 st FL	2 nd FL	3 rd FL	Attic

MISC:	Select One
Make-Up or Outdoor air	
ERV	
HRV	

- Energy Star 3.0 **DOES** require the introduction of Make-Up air
Construction Materials [SEE GRAPH]

Roof:	
Flat Roof or Sloped Roof	
Vented or unvented attic	
Asphalt Shingles Wood Shingles Tile, Slate or Concrete Metal Tar & Gravel Membrane	
Ceiling Insulation R-Value	
Roofline or Cavity Insulation?	
Spray Foam or Batt Insulation?	
Ceiling Finish: 1/2" gypsum board 5/8" gypsum board 3/4" wood	
Ceiling Heights (Identify any cathedral ceiling heights)	Basement: 1 st floor: 2 nd floor: Other:

Walls:	
Frame: 2x4 wood, 2x6 wood, 2x4 metal, 2x6 metal	
Exterior: Metal Brick 4" Brick 8" Stucco Siding Wood Log SIP ICF	
Sheathing: 3/8" wood 1/2" wood 5/8" wood	
Wall Cavity Insulation R-Value	



Spray Foam or Batt Insulation?	
Interior Finish: 1/2" gypsum board 5/8" gypsum board 3/4" wood	
Basement Wall – if conditioned	

Floor:	
Below Grade or On Slab Insulation: perimeter or full, R-Value	
Over Unconditioned Basement Over Crawlspace Over Garage Cavity Insulation R-Value	
Basement Floor – if conditioned	

Windows: INCLUDE SCHEDULE	
Single-pane Double-pane Triple-pane Low-e	
U-values: Winter & Summer	
SHGC	
Frames: Metal Wood Vinyl Other	
Window Shading: Overhang?	

Doors: INCLUDE SCHEDULE	
Wood- hollow core Wood – solid core Wood – panel Metal – fiberglass Metal – polyurethane French Door Glass sliding doors	

SpacePak allows ONE FREE revision once the project is SOLD SpacePak so please ensure ALL parties review SpacePak's Project Summary prior to submitting your FREE revision. All revisions:

- MUST be submitted in writing AND legible

Are completed in order of received with respect to current project work load

