



Energy Smart Design™ – Office Documentation Checklist

- 1. Certification letter signed by Professional familiar with the building design*.
- 2. Cooling system cut sheets demonstrating that equipment is rated to perform at CEE Tier 2 or above.
- 3. Copy of window NFRC label for each glazing product or documentation of default U-value and SHGC.
- 4. If any window performance exceeds the specified U-values, provide an area-weighted calculation of average window thermal performance for all windows, showing that the area-weighted U-value is 0.35 or below for fixed glazing and 0.40 or below for operable windows, storefront and curtain wall glazing systems.
- 5. Economizer Commissioning Checklist*.
- 6. Integrated Design Checklist*.
- 7. Copy of lighting budget form required for permit and “any submitted code compliance documents” (PDF format preferred).
- 8. Building drawings in PDF format.
- 9. Lighting Control Checklist*.

* Samples available in TECHNICAL SPECIFICATIONS Appendices at https://www.ptr.nwcouncil.org/specs/ESD_Office_FY07-Final.doc

