







Instructions: Windows and Walls

For Electronic sent form: -type B1, G, N or 2, or the measured dimension etc in the shaded cell.

-use a "1" for inside/outside or units.-shade cells to show window locations.

- type the dimensions for window in boxes adjacent to each window.

For Manually completed form: -write floor code in shaded cell or circle the appropriate name.

-and write the dimension in the shaded box. Circle or tick mark for inside/outside or units.

-draw in the cells to show window locations.

- write the dimensions for window in boxes adjacent to each window.

See the EXAMPLE for clarification.

Please specify or measure:

1/ Which floor the diagram belongs to.
Basement 3, 2, or 1, Ground Floor, 2nd, 3rd, 4th or Attic floor.

- 2/ Which side of the house it represents. North, East, South or West
- 3/ View:

Whether the measurements are taken inside or outside.

If they were measured inside, the wall thickness will be added to the width in the model at both ends.

4/ For Each Window:

Window width and height. (Example: 38" wide x 24" high)

Window location:

(Example: 45" from right outside wall, and 36" high)

Window name - like "East Bedroom", "Kitchen Window", etc.

Special features like - awnings, shutters, insulating panels, balconies, etc.

See example provided

5/ Total wall width and height.

6/ Units of measurement:

These can be ft., inches, or cm.

7/ Please provide 4 diagrams per floor. One for each exposure.

Example: A 1½ or 2 storey home with 1 basement level will have 12 diagrams.

ie: Basement 4

Ground 4

2nd or Attic

- 8/ Four templates are given so please print out however many you need.
- 9/ If you send in the data electronically (email) please copy and paste as many templates as you need.
- 10/ If there are variations in wall insulation levels, as may happen in a basement, mark the size of the area on the wall diagram with the different R value or estimate.

In a basement, part may not be insulated because it is a utility area or workshop.

Normally, split level basements only have 3 outside walls on each level .

The 4th side has steps to the next level and so is not an outside wall.

See the EXAMPLE for clarification.