#### HOUSING UNIT INFORMATION SURVEY

This survey collects detailed information about homes weatherized (or waitlisted) by your agency that have been selected for analysis by the national evaluation. The data you supply will be used with billing history data to better understand energy savings attributable to the Weatherization Assistance Program.

Please use this form to provide information about any single family detached and attached houses, mobile homes, or individual units within multi-family buildings. The Building Information Survey should be used to document information on small or large multifamily buildings in which the whole building and all units in the building were weatherized or are waitlisted. Refer to the definitions of each building type provided at the end of the survey because these definitions are slightly different than those commonly used within the Weatherization Assistance Program.

Public reporting burden for this collection of information is estimated to average forty hours per weatherization agency, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Records Management Division, IM-11, Paperwork Reduction Project (1910-XXXX), U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project (1910-XXXX), Washington, DC 20503.

All of the information obtained from this survey will be protected and will remain confidential. The data will be analyzed in such a way that the information provided cannot be associated back to your state, your agencies, or the housing units and clients that your state served.

Form completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Unit identification number (to be completed by the evaluation team):

#### **IDENTIFICATION**

1. Subgrantee (agency) name:		
2. State:		
3. Agency job number:		
4. Occupant name:		
5. Site address:	_ 6. City:	

7. If this home is currently waitlisted, check here  $\Box$  and complete only the Housing Unit and Household sections below.

### WEATHERIZATION INFORMATION

Weatherization dates (not audit or inspection dates):

8a. Started: 8b. Completed: (month) (day) (year)

9. Was this a "reweatherized" unit? (check only one)

□ Yes ∏ No

□ Don't know

10. Does the housing unit meet your state's definition for being a high residential energy user? (check only one)

🛛 Yes

∏ No

□ No state definition in place

□ Don't know

11. Does the housing unit meet your state's definition for being a household with a high energy burden? (check only one)

[] Yes

∏ No

☐ No state definition in place

□ Don't know

12. Did this client file a complaint about the weatherization services you provided? *(check only* one)

] Yes

∏ No

□ Don't know

#### HOUSING UNIT

13. Building type – see definitions at end of form: *(check only one)* 

Single-family detached house

Single-family attached house (e.g., side-by-side duplex, townhouse, row house)

☐ Single-family – unknown whether attached or detached

☐ Mobile home

Small multifamily building (2-4 units per building and not a SF attached house)

Large multifamily building (5 or more units per building and not a SF attached house)

□ Shelter

Don't know

14. If single-family detached or attached, number of stories above grade: (check only one)

1

- 2
- 3
- 4 or more
- Don't know
- □ Not applicable

15. If single-family attached, number of units attached (adjacent) to this unit: (check only one)

- 1
- 2 🗌
- 4 or more
- Don't know
- □ Not applicable

16. If mobile home, number of rooms that have been added on: (check only one)

- None
  1
  2
  3
  4 or more
  Don't know
- ☐ Not applicable

17. If small or large multifamily building, number of units in the building: *(check only one)* 

- 2 🗌
- 3
- 4
- **5-9**
- 0.10-19
- 20-29
- 0 30-49
- 50-99
- 100 or more
- Don't know
- □ Not applicable

## 18. Ownership (check only one)

- Owner occupied
- 🛛 Rental
- Other (specify: \_\_\_\_\_)
- Don't know

- 19. Year house/building originally built: (check only one)
  - 2000 or later
    1990 to 1999
    1980 to 1989
    1970 to 1979
    1960 to 1969
    1950 to 1959
    1940 to 1949
    1930 to 1939
    1920 to 1929
    1910 to 1919
    1900 to 1909
    Before 1900
    Don't know

# Conditioned floor area at the time of weatherization: *(include the basement only if it is intentionally conditioned)*

- 21. Primary fuel used to heat the unit during the winter before weatherization: *(check only one)* Natural gas
  - Propane/LPG
    Kerosene (#1 fuel oil)
    Fuel oil (#2 fuel oil)
    Electricity
    Wood
    Coal
    Other (specify: \_\_\_\_\_)
    Don't know

22. Type of *primary* space-heating system before weatherization: *(check only one)* 

Central (ducted) warm-air furnace (forced-air or gravity, any fuel including electricity)
 Heat pump

Built-in electric units (e.g., electric baseboards, ceiling heat)

- Steam or hot water system (e.g., floor or baseboard radiators, convectors)
- [] Floor, wall, or pipeless (ductless) furnace (e.g., floor or wall furnace)
- Room/space heater (nonportable)
- □ Portable space heater
- Cooking stove
- 🛛 None
- Don't know

23. If small or large multifamily building, was the primary space-heating system shared with other housing units? (check only one)

∏ Yes

∏ No

□ Don't know □ Not applicable

24. *Supplemental* fuel used to heat the unit during the winter before weatherization: *(check all* that apply)

□ Natural gas ☐ Propane/LPG ☐ Kerosene (#1 fuel oil) ☐ Fuel oil (#2 fuel oil) ☐ Electricity U Wood Other (specify: \_\_\_\_\_) □ None □ Don't know

25. Type of *operable* air conditioning system present before weatherization: *(check all that* apply)

Central air conditioner/heat pump

□ Window/wall units

Evaporative cooling system ("swamp coolers")

□ None

□ Don't know

26. Number of window/wall air conditioning units: (check only one)

□ None

1

 $\Box 2$ 

Π3

4 or more

□ Don't know

Electric utility information:

27a. Name:	 🛛 Don't know
27b. Account number:	 🛛 Don't know

Natural gas utility information:

28a. 🗌 Natural gas not installed in house	
28b. Name:	🛛 Don't know
28c. Account number:	□ Don't know

28c. Account number:

#### HOUSEHOLD

29. Household annual income (as used to determine Program eligibility): \$\_\_\_\_\_ per year

30. Total number of occupants: *(check only one)* 

31. Check if the housing unit was occupied by at least one person who was: *(check all that apply)* 

Elderly (60 or older)
Disabled
Native American
A child (as defined by your state)

32. Number of children (as defined by your state): *(check only one)* 

- 🛛 None
- 1
- 2 []
- □ 3
- 4
- 5 or more
- Don't know

33. Number of elderly (60 or older): (check only one)

- □ None
- 1
- ∏ 3
- 5 or more
- Don't know

34. Number of disabled : (check only one)

- 🛛 None
- 1
- 2 🗌
- 3
- 4
- 5 or more
- Don't know

#### 35. Year moved into housing unit: (check only one)

□ 2007 2008 2005 2000 to 2004 ☐ 1995 to 1999 □ 1990 to 1994 1985 to 1989 ☐ 1980 to 1984 ☐ 1975 to 1979 ☐ 1970 to 1974 1965 to 1969 ☐ 1960 to 1964 ☐ 1955 to 1959 1950 to 1954 ☐ Before 1950 Don't know

36. Is the household headed by a single parent? (check only one)

- 🛛 Yes
- 🛛 No

Don't know

37. Race and ethnicity of the head of household: (check all that apply)

American Indian or Alaska Native

🛛 Asian

Black or African American

Native Hawaiian or other Pacific Islander

UWhite

Hispanic or Latino

Don't know

## AUDIT

38. Primary method used to select weatherization measures for this house (excluding health, safety, and repair measures and general heat waste measures): *(check only one)* 

Priority list

Calculation procedure (e.g., spreadsheet, computerized audit)

Other (specify: \_\_\_\_\_)

39. If a calculation procedure was used, the name of the procedure(s): (check all that apply)

AK Warm
EA-3
EASY
EA-QUIP
HomeCheck
Meadows
REES
REM/Rate
SMOC-ERS
TIPS
TREAT
Weatherization Assistant (NEAT/MHEA)
WXEOR
Other (specify: \_\_\_\_\_)
Not applicable

## DIAGNOSTICS AND INSPECTIONS

Indicate which of the following diagnostic measurements and inspections were performed by your agency on **THIS** housing unit and when they were performed: *(check all that apply)* 

ouse Measu ient installat	
	tion inspection
-	

Diagnostic measurement or inspection	Diagnostic/inspection performed during:			
		Audit/house assessment	Measure installation	Post- inspection
Hot-water (water-heating) system:		assessment	mstanation	inspection
44a. Flue gas analysis (steady-state efficiency measurement)				
44b. CO level in flue				
44c. CO level of equipment room				
44d. Draft/spillage (normal operation)				
44e. Worst case draft/spillage (CAZ)				
44f. Hot water temperature				
44g. Shower head flow rate				
44h. Faucet flow rate				
44i. Safety inspection				
Other CO measurements:				
45a. Cook stove				
45b. Kitchen				
45c. Main living area				
Other diagnostics and inspections:				
46a. Refrigerator energy use				
46b. Exhaust fan air flow rate				
46c. Infrared scanning (camera)				
46d. Radon testing				
46e. Other (specify:	_)			
46f. Other (specify:	_)			
46g. Other (specify:	_)			

Diagnostic measurement	Pre- weatherization	Post weatherization
House air leakage (blower door measurement):		
47a. Air leakage rate	cfm	cfm
47b. House WRT outside pressure difference	Pa	Ра
Duct leakage (pressure pan measurements):		
48a. Sum of pressure pan readings	Ра	Pa
48b. Number of registers included in sum		
48c. House WRT outside pressure difference	Pa	Ра
Duct leakage (duct blower measurements):		
49a. Total duct leakage rate	cfm	cfm
49b. Duct leakage to the outside	cfm	cfm
49c. Duct WRT outside pressure difference	Ра	Ра
Steady-state efficiency (flue gas analysis):		
50a. Primary space-heating system	%	%
50b. Secondary space-heating system	%	%
50c. Hot water heater	%	%

Record the diagnostic measurements taken on **THIS** housing unit: *(fill in all that were taken)* 

## MEASURES INSTALLED

# Identify the measures that were installed on **THIS** housing unit: (check all that apply)

Measure		lled by
	In-house crew	Contractor
Air sealing work:		
51a. General house caulking and weatherstripping (e.g., doors, windows)		
51b. House air sealing emphasizing bypasses (leaks identified by auditor and/or crew without using a blower door)		
51c. House air sealing emphasizing bypasses (leaks identified by auditor and/or crew with aid of a blower door)		
51d. Air distribution system (duct) sealing and repair		
51e. Other non-window air sealing work (specify:)		
Insulation:		
52a. Attic insulation (installed where there was no existing insulation)		
52b. Attic insulation (added to existing insulation)		
52c. Wall insulation (normal density—two-hole gravity blow technique)		
52d. Wall insulation (high density—one-hole tube-fill technique)		
52e. Floor insulation		
52f. Rim or band joist insulation		
52g. Foundation wall insulation		
52h. Duct insulation		
52i. White roof coat		
52j. Skirting		
52k. Other insulation (specify:)		
Windows:		
53a. New window (justified because cost effective)		
53b. New window (justified for reason other than cost effectiveness)		
53c. Window glazings		
53d. New window screen		
53e. Window lock replacement		

Measure	Installed by	
	In-house crew	Contractor
Windows (continued):		
53f. Window screen repair		
53g. Other window repair (e.g., sashes, frames)		
53h. Storm window		
53i. Window shading (e.g., awning, film, sun screen)		
53j. Other window treatments (specify: )		
Doors:		
54a. New door (justified because cost effective)		
54b. New door (justified for reason other than cost effectiveness)		
54c. Door lock (new or replacement)		
54d. Door or door framing repair		
54e. Storm door		
54f. Other door treatments (specify:)		
Space-heating systems:		
55a. New space-heating system (justified because cost effective)		
55b. New space-heating system (justified for reason other than cost effectiveness)		
55c. Space-heating system repair (e.g., controls, safety items, flues)		
55d. Space-heating system tune-up		
55e. Vent damper		
55f. Intermittent ignition device		
55g. Other space-heating system modification (specify:)		
Air-conditioning systems:		
56a. New air conditioner (justified because cost effective)		
56b. New air conditioner (justified for reason other than cost effectiveness)		
56c. Air conditioner repair		

Measure	Installed by	

Γ

	In-house crew	Contractor
Air-conditioning systems (continued):		
56d. Air conditioner recharge/tune-up		
56e. Ceiling or whole-house fans		
56f. Other air-conditioning system modification (specify:	.)	
Ventilation:		
57a. Exhaust fan in bathroom		
57b. Exhaust fan in kitchen		
57c. Whole-house ventilation system		
57d. Other ventilation system improvements (specify:	.)	
HVAC accessories:		
58a. New programmable (setback) thermostat		
58b. New standard thermostat		
58c. Duct vents, grills, or registers		
58d. Standard air filter		
58e. High efficiency particulate arresting (HEPA) air filter		
58f. Other HVAC accessories (specify:	_)	
Water-heating system:		
59a. New water heater (justified because cost effective)		
59b. New water heater (justified for reason other than cost		
effectiveness) 59c. Water-heating system repair		
59d. Water-heater tank insulation wrap		
59e. Pipe insulation		
59f. Low-flow showerhead		
59g. Faucet aerators		
59h. Water heater temperature reduction		

Measure	Installed by	
Water-heating system (continued):	In-house	Contractor
	crew	

59i. Other water heating system measure (specify:)	
Other baseloads:	
60a. Indoor lighting	
60b. Outdoor lighting	
60c. Refrigerator (justified because cost effective)	
60d. Refrigerator (justified for reason other than cost effectiveness)	
60e. Other baseload measure (specify:)	
Client education:	
61a. Literature (e.g., brochures, booklets, manuals)	
61b. Videos, DVDs, or compact disks (CDs)	
61c. Hardware kit and/or kit of weatherization materials	
61d. <5 minute total in-home education/discussion time	
61e. 5-14 minute total in-home education/discussion time	
61f. 15-29 minute total in-home education/discussion time	
61g. 30-60 minute total in-home education/discussion time	
61h. >1 hour total in-home education/discussion time	
61i. Classroom training	
61j. Other client education approach (specify:)	
Other health, safety, and repair:	
62a. Smoke alarm	
62b. CO monitor	
62c. Attic ventilation	
62d. Roof repair	
62e. Ceiling repair	
62f. Wall repair	

Measure	Installed by	
Other health, safety, and repair (continued):	In-house	Contractor
	crew	
62g. Floor repair		

62h. Foundation repair		
62i. Ground vapor barrier		
62j. Gutter or downspout (installed or repaired)		
62k. Grading of lot		
621. Plumbing repair		
62m. Sewer repair		
62n. Electrical repair		
620. Stair repair		
62p. Install/repair non-skid material on stairs		
62q. Install/repair safety gate at stairs		
62r. Install/repair grab bar in bathroom		
62s. Install/repair non-skid material in bathtub		
62t. Install/repair metal chimney liner		
62u. Lead abatement		
62v. Asbestos abatement		
62w. Removal or safe storage of household poisons		
62x. Other H&S and repair items (specify:	.)	

63. If a new space-heating system was installed, indicate the primary fuel used to heat the unit during the winter after weatherization: *(check only one)* 

Natural gas
Propane/LPG
Kerosene (#1 fuel oil)
Fuel oil (#2 fuel oil)
Electricity
Wood
Coal
Other (specify: \_\_\_\_\_)
Don't know
Not applicable

64. If a new space-heating system was installed, indicate the type of *primary* space-heating system after weatherization: *(check only one)* 

Central (ducted) warm-air furnace (forced-air or gravity, any fuel including electricity)

Heat pump

Built-in electric units (e.g., electric baseboards, ceiling heat)

Steam or hot water system (e.g., floor or baseboard radiators, convectors)

Floor, wall, or pipeless (ductless) furnace (e.g., floor or wall furnace)

□ Room/space heater (nonportable)

□ Portable space heater

Cooking stove

🛛 None

Don't know

□ Not applicable

65. If a new space-heating system was installed and justified for reasons other than cost effectiveness, identify the reason it was replaced: *(check all that apply)* 

Cost of repair/retrofit exceeded 50% of replacement cost

Existing heating system was not running

Existing heating system was old (e.g., at end of life, too old to be repaired/adjusted)

To switch fuel

To convert from a steam system to a hot water system

Heat exchanger was cracked

Boiler was leaking

Safety switches/controls were not operational and could not be repaired

To replace unvented space heater(s)

Existing heating system was not safe to run for other reason (specify: \_\_\_\_\_)

Other (specifiy: \_\_\_\_\_

66. Please identify any cost-effective energy-efficiency measures (not repair or health and safety measures) recommended by your energy audit procedures that you were unable to install in this housing unit because of insufficient funds: *(check all that apply)* 

🛛 Air sealing
Duct sealing
Attic insulation
Wall insulation
Floor/foundation insulation
Duct insulation
New window(s)
Storm windows(s)
Door(s)
Storm door(s)
New space-heating system
Space-heating system tune-up
New air conditioner(s)
Air conditioner tune-up(s)
HVAC thermostat
New water heater
Water heater insulation wrap
Water flow devices (e.g., showerheads, faucet aerators)
Lighting
Refrigerator
Other:
🗌 None

67. If energy efficiency measures were checked in the previous question, provide a rough estimate of the cost for installing all the measures checked: **\$\_\_\_\_\_** 

68. Please identify any repair or health and safety measures recommended by your audit procedures that you were unable to install in this housing unit because of insufficient funds: *(check all that apply)* 

□ New window(s) □ Window glazing(s) □ Window screen(s)  $\square$  Window lock(s) □ Window repair New door(s) Door lock(s) Door repair □ New space-heating system Space-heating system repair ☐ New air conditioner(s) ☐ Air conditioner repair Ceiling or whole-house fan(s) ☐ Exhaust fan(s) or ventilation system □ New water heater □ Water-heating system repair ☐ Refrigerator Smoke alarm  $\Box$  CO monitor Attic ventilation □ Roof, wall, floor, or foundation repair ☐ Plumbing/sewer repair ☐ Electrical repair Other: \_\_\_\_\_ □ None

69. If repair or health and safety measures were checked in the previous question, provide a rough estimate of the cost for installing all the measures checked:

### COSTS

Provide the costs associated with installing the measures in **THIS** housing unit from all funding sources. Do **NOT** include any program management costs such as those associated with intake and eligibility determination, audits and house assessments, final inspections, contractor or crew management, and program administration. Also, do **NOT** include installation-related overhead costs such as those associated with vehicles, equipment, and training.

	In-House Crew	Contractor	Total
70a. Material costs			
70b. Labor costs <sup>1</sup>			
70c. Profit/overhead <sup>2</sup>			
70d. Total <sup>3</sup>			

<sup>1</sup>Crew-based labor costs should be based on the crew's fully loaded hourly rate (rather than the crew's take-home pay rate) which may include costs associated with medical and other insurance, workers compensation, vacations, and other benefits. These labor costs should include the crew's time for traveling to and from the job site.

<sup>2</sup>If contractor profit and overhead are included in the contractor's material and labor costs, then leave these cells blank.

<sup>3</sup>If the contractor costs are not split out by material and labor, then just enter the total costs.

Divide the total costs spent on this housing unit (cell in lower right corner of above table) into the following expenditure categories:

Expenditure category 71a. Cost effective energy-related measures (SIR > 1.0) 71b. Incidental repairs 71c. Health and safety, repairs, and other non-cost effective measures 71d. Total <sup>1</sup>71e. Labor and material Costs<sup>1</sup>

Divide the total costs spent on this housing unit (cell in lower right corner of the two above tables) into the following funding sources:

Funding source

Total funds

72a. DOE funds72b. Non-DOE funds72c. Total

**Building Type Definitions:** 

**Single-family detached house**—House that provides living space for one family or household, is contained within walls that go from the basement (or the ground floor, if there is no basement) to the roof, and has no walls that are shared (or built in contact) with another household. A manufactured house assembled on site is a single-family detached housing unit, not a mobile home.

**Single-family attached house**—House that provides living space for one family or household, is contained within walls that go from the basement (or the ground floor, if there is no basement) to the roof, has at least one wall that is shared (or built in contact) with an adjacent household, and has an independent outside entrance. An attached house is not divided into more than one housing unit and does not have a household living above or below another one within the walls extending from the basement to the roof to separate any adjacent units. Examples include a house that is a side-by-side duplex, part of a townhouse building, and a row house.

**Mobile home**—Home that is built on a movable chassis, is moved to the site, and may be placed on a permanent or temporary foundation. If rooms are added to the structure, it is considered a mobile home if the added floor area is less than the mobile home's original floor area; otherwise, it is a single-family detached house. A manufactured house assembled on site is a single-family detached house, not a mobile home.

**Small multifamily**—Building with two to four housing units (i.e., building that is divided into living quarters for two, three, or four families or households) in which one household lives above or beside another and does not meet the single-family attached house definition. Includes houses originally intended for occupancy by one family (or for some other use) that have since been converted to separate dwellings for two to four families. Typical arrangements in these types of living quarters are separate apartments downstairs and upstairs or one apartment on each of three or four floors.

**Large multifamily**—Building with five or more housing units (i.e., building that contains living quarters for five or more families or households) that does not meet the single-family attached house definition.

**Shelter**—Structure whose principal purpose is to house individuals on a temporary basis who may or may not be related to one another and who are not living in nursing homes, prisons, or similar institutional care facilities.