

Appendix A Initial Contact Text

CASE ID_____

Initial contact

	From Sample	Correctio
Company Name:	_____	_____
City and State:	_____	_____
Contact Person:	_____	_____
Contact Position:	_____	_____
Phone Number:	_____	_____
E-Mail:	_____	_____
Company URL:	_____	_____
Type of building	_____	
Address or location of building	_____	

Complete building details in advance of making phone call.

Hello, my name is [RECRUITER NAME]. I am calling from Westat on behalf of the U.S. Energy Information Administration, or EIA. We are conducting a study about energy use in nonresidential buildings. May I speak to the building manager or a person knowledgeable about the types of energy used in this building?

Westat is working with EIA to help develop some survey questions about energy use in nonresidential buildings that will be used on the Commercial Buildings Energy Consumption Survey (CBECS). The survey has been conducted periodically for over 3 decades. Some of the ways that results from the survey are used, include to develop building codes, forecast energy consumption, and as input to the [Energy Star models](#). EIA is adding new questions to the survey and would like to try them out and see if we need to make changes to them. Your feedback will help clarify new questions in the survey and reduce reporting burden for buildings that are in the sample. To do that I would like to arrange for one of our interviewers to come to your office to talk with you about the survey questions we are testing. Your participation in an interview is voluntary and your responses will be protected as confidential information. The interview will take no more than 60 minutes. If you are willing, someone from EIA would also like to observe the interview.

[IF NO:] Is there another time when he/she will be available that I may call?

Date:_____Time:_____:_____

Who should I ask for?

IF PERSON WHO ANSWERS PHONE OFFERS TO TRANSFER YOU TRY TO ESTABLISH PERSON'S NAME AND ANY OTHER INFORMATION IF POSSIBLE BEFORE BEING TRANSFERRED. May I have that person's name, title and a telephone number at which he or she might be reached?

RECORD POTENTIAL RESPONDENT CONTACT INFORMATION BELOW.

[Additional information may be available from the company's

[public website.\] Potential respondent future contact details](#)

Name _____

Contact telephone number: _____

Job title (if available) _____