



PLANT BACKGROUND INFORMATION

To be completed by Lehigh IAC: Assessment Number: LE_____ Assessment Date: _____
 Lead Assessor: _____

Eligibility Requirements: \$200,000 minimum in yearly utility bills; SIC codes 2000-3999; less than 500 employees; up to \$100 million in sales; no in-house professional staff

Please complete the following and return to JoAnn Casciano at the above address as soon as possible.

Date: _____ Plant name: _____

Address: _____

City: _____ County: _____ State: _____ Zip Code: _____

Phone: _____ Extension: _____ Fax: _____ Email: _____

Contact person: _____
Name Title

Company President: _____

Number of employees: _____ Number of salaried employees: _____

Principal product: _____ Manufacturing Plant: Yes No

Production per year (tons, gallons, items, etc.): _____
(Please include monthly production data for the same twelve months as the attached utility bills.)

SIC Code(s): _____ NAICS Code(s): _____ Annual sales: \$_____ million

Working hours:

1. Office: From _____ a.m. to _____ p.m. Number of days per week: _____ Number of weeks per year: _____
2. Production area: Number of hours per day: _____ Number of days per week: _____
 Number of weeks per year: _____

Note any special shutdowns, overtimes, different operating hours in different areas of the plant. This information will affect the operating time calculations: _____

Plant and office area: _____ ft² (please supply a rough plant layout)

Labor rate for in-house maintenance including fringe benefits: \$_____ per hour

Production volume/amount of material consumed: _____

Building construction

Wall material: _____ Insulation on wall: Yes No

If yes, name of insulation material: _____

Insulation thickness: _____ inch(es)

Roof material: _____ Insulation on roof: Yes No

If yes, name of insulation material: _____ Insulation thickness: _____ inch(es)

Major energy consuming equipment:

	<u>Name</u>	<u>Number of Units</u>	<u>Capacity/Size</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Air conditioning: Office cooling:

	<u>Name/Category/Type of Unit</u>	<u>Number of Units</u>	<u>Capacity/Size</u>
1.	_____	_____	_____
2.	_____	_____	_____

Plant cooling:

	<u>Name/Category/Type of Unit</u>	<u>Number of Units</u>	<u>Capacity/Size</u>
1.	_____	_____	_____

Heating: Office heating:

	<u>Name/Category/Type of Unit</u>	<u>Number of Units</u>	<u>Capacity/Size</u>
1.	_____	_____	_____

Plant heating:

	<u>Name/Category/Type of Unit</u>	<u>Number of Units</u>	<u>Capacity/Size</u>
1.	_____	_____	_____
2.	_____	_____	_____

Heating setback temperature: _____ ° F

Cooling setback temperature: _____ ° F

Boilers:

	<u>Name/Category/Type of Unit</u>	<u>Number of Units</u>	<u>Capacity/Size</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Air compressors:

	<u>Name/Category/Type of Unit</u>	<u>Number of Units</u>	<u>Capacity/Size</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Chiller/cooling towers:

	<u>Name/Category/Type of Unit</u>	<u>Number of Units</u>	<u>Capacity/Size</u>
1.	_____	_____	_____
2.	_____	_____	_____

Other pertinent equipment:

	<u>Name/Category/Type of Unit</u>	<u>Number of Units</u>	<u>Capacity/Size</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Raw materials used in manufacturing: _____

Are energy bills included with this form (actual copies of bills are needed; please do not staple bills):

Yes No If yes, are they complete: Yes No

Quantity of energy used per year

Natural gas: (quantity) _____

Fuel oil: (type) _____ (quantity) _____ (tank size) _____

Electric: (kw peak demand) _____ (kwh quantity) _____ (other) _____

Annual Utility Expenditures (please include copies of unstapled utility bills for past twelve months)
[Note: Energy bills must be at least \$200,000 per year to be considered for an assessment.]

Electric: \$_____ Natural Gas: \$_____ Fuel Oil: \$_____

Other: \$_____ Water: \$_____ Sewer: \$_____

Brief description of contracted or other preventive maintenance:

Waste generation and pertinent information:

Plant layout. Please give a general schematic of your plant layout with approximate dimensions on a separate sheet (or on the back of this sheet).

Brief description of manufacturing process:

Financial decision makeup:

Who makes decisions on big projects? _____

What cost would involve higher management? _____