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## APPENDIX 2

### BASIC DATA ABOUT EACH OF THE FACILITIES WITHIN THE CONTRACTED FACILITY

#### Background

The data in this form are the basic data required for the execution of the ENERGY PERFORMANCE - MODEL CONTRACT FOR IMPROVING THE EFFICIENT USE OF ENERGY AND REDUCING THE OPERATING COSTS IN PUBLIC BUILDINGS

based on which the Contractor offering the service composed the tender; they will constitute an integral part of the Contract once it is signed by both parties. Regardless whether the Client has previously completed the form independently or not, it is necessary that:

a)

The Client re-checks the content and accuracy of the data entered and makes necessary corrections in red ink. Any corrections shall be initialled and verified by the Client.

b) it provides the requested data, as indicated below.

The fields not completed by the Client will be added to the list to be checked by the Contractor. The data not collected by the Contractor shall not be considered in the Contract as relevant data relating to the contractual facilities.

The questionnaires will be forwarded to be completed by the contact persons designated for relevant facility, to the addresses I./x A. or I./x B., either directly or to the supplied address of a third party who will provide the data. Besides, the Contract may at any time contact the designated contact person stated in the tender documentation.

#### I./x General information

x- Facility No, to be completed for every facility within the Contracted facility

##### A. General information about the contractual facility

Name:

Surname:

Title:

Phone:

Fax:

E-mail:

## B. Contact person

Name:

Surname:

Title:


Telephone:

Fax:

E-mail:

## C. Basic information about each facility within the Contracted facility

### Current intended use of the facility:

Primary school	No of regular users: No of staff: Total:	 	of 
Secondary (vocational) school	No of users: No of staff: Total:	 	of 
Kindergarden	No of users: No of staff: Total:	 	of 
Hospital	No of beds: No of staff: Total:	 	of 
Old people's home	No of beds: No of staff: Total:	 	of 
Swimming-pool	No of indoor swimming-pools		
	No of outdoor swimming-pools		
	Indoor swimming-pool dimensions		m2
	Total:		m2
	Outdoor swimming pool dimensions		m2
	Total:		m2

Administrative building      No of staff:      [redacted]      of      [redacted]

Residential building      No of residents:      [redacted]      of      [redacted]

Other:      [redacted]      No of users:      [redacted]      of      [redacted]

**Current manner of use of the facility and average number of operating hours**

To be completed for each facility within the Contracted facility

Time periods that are not defined will be treated as unused hours for the purposes of the contractual obligation of the Client in the event any subsequent changes of the manner in which the facility is used relative to the specified schedule; they will be treated as a change to the manner of facility use

No of non-working days during the summer period (summer break):      [redacted]

No of non-working days during the winter period (winter break):      [redacted]

Summer period:

Monday to Friday      from [redacted]      to [redacted]  
Saturdays      from [redacted]      to [redacted]  
Sundays      from [redacted]      to [redacted]

Winter period:

Monday to Friday      from [redacted]      to [redacted]  
Saturdays      from [redacted]      to [redacted]  
Sundays      from [redacted]      to [redacted]

**Intended changes of the manner of the use of the facility (working hours)?**

No      [redacted]

Yes, describe      [redacted]

[redacted]

[redacted] times a year      [redacted] % in a year

**Planned changes to the intended use of the facility?**

[redacted]

**Specific plans to sell the facility to a private third party?**

No      [redacted]      Yes, possible      [redacted]

**Existing contracts on savings of energy and/or water**

No      [redacted]      Yes, with      [redacted]

**Year of construction of the facility**

[Redacted]

Year of last major reconstruction of the facility:

Description of the performed reconstruction:

Replacement of joinery

[Redacted]

Reconstruction of the heating system

[Redacted]

Insulation of walls

Insulation of floors

Insulation of roof

Reconstruction of the ventilation system  
Reconstruction of the AC system

Other, describe the measure implemented

[Redacted]

Energy demand in the facility

[Redacted] kW

No of floors in the facility:

Height of the floor:

Total gross area of the facility:

Heated area of the facility:

Total volume of the facility:

Total heated volume of the facility:

[Redacted]

Main heating system in the facility:

[Redacted]

Installed capacity of the main heating system in the facility:

[Redacted] kW

Thermal energy recovery system?

Ventilation system

[Redacted] kW

Waste water

[Redacted] kW

Cooling devices?

[Redacted]

with

[Redacted]

[Redacted] kW of thermal power

Rooms with built-in regulation thermostat?

No of rooms without built-in regulation thermostat

No of rooms with built-in regulation thermostat

List the rooms with the regulation thermostat:

[Redacted]

[Redacted]

Thermostat manufacturer: 1.

Analogue %

Digital %

2.

Analogue %

Digital %

System for additional heating in the facility:

[Redacted]

Installed capacity of the system for additional heating in the facility:

[Redacted] kW

The manner in which the system for additional heating in the facility is used, please describe:

[Redacted]

Centralized facility management system ?

No

Yes, manufacturer

**II./x Specific information about the facility within the Contracted facility**

x- Facility No, to be completed for each facility within the Contracted facility

**A General (brief) description of the facility within the Contracted facility**

To be completed for each facility within the Contracted facility

**Facility:**

Visual external appearance of the building External:

Internal:

External walls:

Light < 16 cm

Medium > 24 cm

Heavy > 30 cm

Visible defects/specificities:

Built-in automatic regulation in the facility:

List of electricity/heat consuming machinery?

Yes

No

Comment:

Maintenance manual?

Yes

No

Comment:

**B Energy supply in the Contracted facility**

Type of the medium used for heat transmission?

**Energy/water usage meters**

Main meters	Place of installation	Buildings of the facility that are connected to the meter	Ownership of the meter	Maintenance of the meter
Electricity				
Electricity meter No:				

Electricity meter No:				
Electricity meter No:				
Electricity meter No:				
Gas				
Gas meter No				
Gas meter No				
Heat (district heating)				
Calorimeter No				
Calorimeter No				
Sanitary hot water				
Calorimeter No				
Calorimeter No				
Water				
Watermeter No				
Watermeter No				
Watermeter No				

Combined supply/from the sources used by neighbouring facilities?

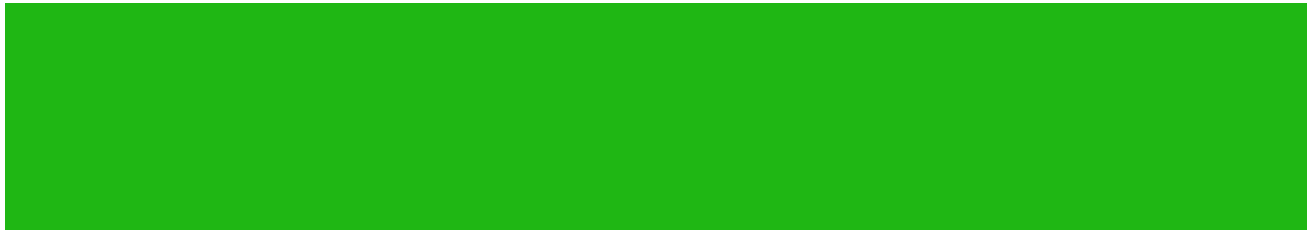
No

Yes, describe

**Heating of the Contracted facility:**

**Main heating system of the Contracted facility**

The facilities connected to the main heating system of the Contracted facility:



Heating: Direct  Indirect   
 Boiler Fuel  Ser.No:  Year of construction   
 Burner Ser.No:  Year of construction   
 Total consumer power  kW  
 Loss in flue gases:   
 No of distribution outlets:  No of heating circuits   
 Temperature of the main and return lines: tV:  °C tR:  °C

**Heating circuits:**

Description of the heating circuit:		1	2	3	4
Temperature	Main line				
	Return				
Switched off	from				
	to				
Reduction					
Optimisation					
Weekends	from				
	to				
Automatic control	manufacturer				
	type				
	analogus/digital				
Pump power [W]					

Specificities (condition of the insulation, no of tubes, control valves):



Radiators (type and installation percentage): Cast iron  Panel  Tube

No of working hours in a year:  h/year

**Sanitary hot water supply in the Contracted facility:**

To be completed for every building within the facility

Hot water supply is: Centralised  Decentralised

Hot water supply from the district heating system Yes  No

Water heating system connected to the main heating Yes  No

Individual electric boilers? Yes  No

Use From the tank  Throughflow principle

	1	2	3	4
Hot water tank [l]				
Hot water temperature [°C]				
Heater power [W]				

Current consumption of hot water in the building, during a day and for different times of a day (day-time and night-time consumption)??

[Redacted]

Are there any large hot water consumers in the system? Describe: [Redacted]

[Redacted]

Circulating pump operates from [Redacted] to [Redacted] and its operation is pre-set:  
 24 hours Weekly timer manual

Pump power: [Redacted] kW

Specificies (condition and insulation of the tubes, length of the tubes) [Redacted]

[Redacted]

[Redacted]

**Ventilation system in the Contracted facility:**

To be completed for each facility within the Contracted facility



No of ventilation plants:

Year of construction:

Description of installation		1	2	3
Fresh air:	outlet			
	for throughflow			
out-flowing air:	outlet			
	for throughflow			
Energy recovery?				
Automatic control:	No			
	Stepped			
	rpm			
System switch off:	manual			
	timer			
	automatic on the level of building			
Heating register output:	heat			
	electr.			
Humidification output:				
Cooling register output:				

Operation with recirculated air?

Waste heat is used in the cooling/AC system?



**Lighting**

Area	1	2	3	Outside lightning
Fluorescent lamps [%]				
Incandescent lamps [%]				
CFL [%]				
Suitable power				
Type of the balsat (conventional/ with losses/ electronic)				
Manuel control				
Sensorska control				
Motion detectors				
Timer: from – to				
Reflecting surfaces: no/ white/ mirror				
Casing: no/ opaline/ prism				

Optimisation of maximum load?

Condition of internal installation?

Automatic fuse system?

**C Other**

To be completed for each facility within the Contracted facility

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