KNIGHTS HVAC/R SUPPORT

DFW Code-Compliant ACCA Engineering & Consulting

Manual J & N Intake Checklist

> **To ensure a fast 24-to-48-hour turnaround and guarantee your report passes city permitting without delays,** please provide the following project details. If exact materials are not finalized, we will default to the current Texas IECC minimum code requirements.

1. ARCHITECTURAL PLANS

- [ ] **Complete PDF Floor Plan**
  Must include room labels, square footages, and a North arrow to indicate front door orientation for solar loads.
- [ ] **Elevations**
  Showing ceiling heights for all rooms (e.g., 9ft, 10ft, vaulted ceilings).

2. THE BUILDING ENVELOPE (INSULATION)

- [ ] **Attic / Roof Insulation**
  Specify type (Spray foam vs. Blown-in/Batts), R-Value, and whether the attic is vented or a sealed/encapsulated foam assembly.
- [ ] **Exterior Walls**
  Framing size (2x4 or 2x6) and Insulation Type & R-Value (e.g., R-13 batts + foam board, or R-20 spray foam).
- [ ] **Foundation Type**
  Slab-on-grade, crawlspace, or built over an unconditioned garage? (Provide floor R-value if crawlspace/garage).

3. WINDOWS AND DOORS (GLAZING)

- [ ] **Window U-Factor & SHGC**
  U-Factor (e.g., 0.30) and Solar Heat Gain Coefficient (e.g., 0.22). *Critical for Texas summer cooling loads.*
- [ ] **Exterior Doors**
  Material (Solid wood, fiberglass, metal). Include U-Factor/SHGC for any large sliding glass patio doors.

4. HVAC & DUCT PREFERENCES

- [ ] **Equipment & Zoning**
  Standard Gas/AC, Heat Pump, or Dual-Fuel? Specify if single system or multi-zone (e.g., Downstairs/Upstairs split).

- [ ] **Duct Location**
  Vented attic, sealed foam attic, or conditioned interior closet?

5. PROJECT INFORMATION

Property Address / Lot: _____

Permitting Jurisdiction (City): _____