



## Kansas Forest Service Wood Energy Program PRE-FEASIBILITY ASSESSMENT FORM

Date: \_\_\_\_\_ Mailing Address \_\_\_\_\_  
Person filling out form: \_\_\_\_\_  
Institution: \_\_\_\_\_  
City: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
County: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
State: \_\_\_\_\_ Fax: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Fax \_\_\_\_\_

### I. Facility Information

- Elementary school:
- Middle school/ Junior High:
- High school:
- Hospital:
- Prison:
- Others:  
(describe) \_\_\_\_\_

Size of facility: \_\_\_\_\_(Sq. ft heated space)  
Number of people in building: \_\_\_\_\_  
Year of Construction: \_\_\_\_\_  
Year(s) of major renovations: \_\_\_\_\_  
Next planned renovation: \_\_\_\_\_  
No of floors: \_\_\_\_\_  
No. of Buildings: \_\_\_\_\_

## II. Heating system

Configuration (check one or more)

- Heating plant in one location
- Different heating plants in different locations:  
How many? \_\_\_\_\_

- Individual, room by room heating system
- Boiler room accessible to vehicles

How is heat delivered to rooms? (Check all applicable)

- Hot water
- Steam
- Ducted air
- Electric heat

Capacity (Btu or KW) \_\_\_\_\_

How is space heat generated? (Check all applicable)

- Hot water boiler
- Warm air furnace ( in mechanical room)
- Gas duct heaters or roof-top system
  
- Steam boiler
- Electric boiler
- Electric baseboard
- Electric duct coils
- Electric furnace
- Heat pumps

Describe locations of different parts of the heating system and what building areas are served

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What fuels are used? (Check all applicable):

- Natural Gas
- No 2 fuel oil/ Diesel
- Other, type: \_\_\_\_\_

Describe fuel storage ( Number, capacity, location of tanks):

- Is this fuel also for
- Other uses
  - Just space heating

## Domestic Hot Water

Uses of domestic hot water (Check all applicable):

- Lavatories
- Kitchen (for regular hot lunch program)
- Gym Showers: Heavily used? Yes No
- Other large uses

What fuels are used? (Check all applicable)

- Natural gas
- LP gas (Propane)
- Electric
- No 2 fuel oil
- Diesel
- Other type

Types of system (Check all applicable):

- Single tank-type heaters
- Multiple tank type heaters
- Off heating boiler, with separate storage tank
- Hot water generator with separate storage tank
- Other type: \_\_\_\_\_

Describe location of heater(s), including areas/ used served

Describe fuel storage (Number, capacity, location of tanks)

## III. Other Information

Provide any other information that will help us understand your space heating and domestic hot water systems (attach additional sheets as needed):

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## IV. Building Envelope

Single pane glass  
Wall type \_\_\_\_\_  
Roof type \_\_\_\_\_

Double pane glass  
Insulation Value \_\_\_\_\_  
Insulation Value \_\_\_\_\_

Please provide drawings of your facility

- Architectural
- Mechanical
- Electrical

**V. Fuel Records**

- Attach a three year account history for each fuel delivered to the school from \_\_\_/\_\_\_/20\_\_ to \_\_\_/\_\_\_/20\_\_\_. Include delivery date, gallons (fuel oil or propane) or dekatherms (natural gas or propane) and invoiced cost.
- If electric heat is a major heat source for the school; supply monthly electric billing records, including kilowatt hour usage and cost and (if applicable) monthly peak demand in KW.
- Also attach electric billing history if electric water heaters are used for major domestic hot water loads (excluding lavatories)

Or

- I authorize KFS (engineers) to access electronic copies of our facility’s fuel records from our energy provider.
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Name of the energy provider \_\_\_\_\_ Account # \_\_\_\_\_