

Duct Design Work Sheet

Customer Responsibility:

1. Make a simple floor plan for each floor of the house.
2. Mark on each floor plan the desired location of each supply and return air register. Supply registers typically are located toward the outside walls of the house under or over windows and the return air register or registers are located more to the middle of the house to pull the hot air across the room and back to the furnace. Do the best you can and we will make changes as needed.
3. **On each floor plan, in the center of each room write the square footage for that room. Example: A 12'x10' room = 120 square feet.**
4. On the floor plan indicate the location and position of the furnace.
5. Where will the duct system be located? Attic, Crawl, basement?
6. On each floor plan make a note of the direction the joists are going and what size they are
7. Completely fill out the "Equipment Sizing Work Sheet".
8. **If you already have the equipment:** We will need the full model number and serial number from each piece of equipment to design the duct system that will connect to it. Furnace model numbers are typically located inside the burner compartment of the furnace. Air conditioning and heat pump outdoor units typically have the size information on a tag on the outside of the unit. Electric air handlers (electric furnace) typically have the size information on the front of the air handler. The installation manual for your equipment will not give us all the information we need. This step is only if you have existing equipment that you intend to use.
9. Measure the physical size of your furnace; height, width and depth. Measure the existing equipment if you intend to use it.
10. For electric furnaces, air conditioners and heat pumps we would like the electrical breaker size that supplies them from the main electrical service panel.