

## Asset Score Building Walkthrough Notes

During a building walkthrough, keep the following notes in mind when completing the Data Collection Form.

### Window to wall ratio

Every surface with a window must have a valid window-to-wall ratio (wwr) value in the tool. Measure the dimensions and numbers of windows and the wall surface area for each surface of each building block. Or make estimates based on limited dimension values. This may be done with visual estimates if necessary. If window-to-wall ratios are equivalent on all sides, you only need to record this information once.

### Building Envelope Thermal Properties

Asset Score entries for envelope thermal property fields (roof, wall, and floor R/U values, and window U values) are optional, but recommended to improve the accuracy of the score. Review components during walkthrough to identify where possible. If you don't have documentation available regarding R/U values, at a minimum identify the type and thickness of walls and roof, wall, floor insulation thickness (if possible); identify single vs. double pane windows.

### Building Use Types

Available Asset Score building use types refer to the general primary business or function of the building, not the specific activity of a particular space within the building. It is not necessary to identify spaces such as kitchen areas or IT closets, as certain use types have assumed space types associated with the operational assumptions by default. Multiple use types within a building must be identified and entered into the tool as separate 'blocks', with associated components assigned separately.

### Lighting

Asset Score needs a lighting power density (watts per square foot) value for each block. Make note of the different types of lighting within the building and the specifications for each type (fixture types and numbers, Watts per lamp and lamps per fixture). The total number of fixtures may be counted and listed, however it may be simpler and quicker to estimate the percentage of area served for each fixture rather than count every fixture.

### HVAC

#### *Equipment efficiency*

Equipment efficiency values will help improve the accuracy of the Asset Score EUI (and score) calculations. Identify the efficiency and size (capacity) for every piece of equipment serving each block. For multiple pieces of cooling or heating equipment with various levels of efficiency, calculate the weighted average efficiency based on equipment size for the predominant equipment for entry into Asset Score. Or to simplify for multiple pieces of equipment, just make note of and enter the larger/most prominent equipment type, and the tool will auto size accordingly.

#### *HVAC Thermal Zones*

It is expected that the majority of smaller buildings will consist of open spaces served by a single HVAC system. In this case, selecting Single Zone for the Thermal Zone Layout input value would be appropriate. Select Perimeter and Core if it is known that floor spaces are divided into perimeter zones and one core zone, typically used for larger buildings or for buildings with varying loads in perimeter versus core spaces.