

CBIP/ IBIP Submission Checklist

<http://oee.nrcan.gc.ca/commercial/technical-info/reference/forms.cfm>

Application N° EOI _____

Building Name: _____

The items listed below are mandatory requirements of your CBIP submission, and must be included in your submission package. It is recommended that items be presented in a binder with numbered tabs. Use the appropriate column to indicate the location of each item within the submission (required). **Please refer to the attached instructions for details about each item.**

Are you aware that CBIP offers the opportunity to have a consultant specifically assigned to provide design assistance for up to \$1,000 for your project submission? yes no

Was CBIP's design assistance service used for the purpose of the simulation or submission content verification? Yes No

Item Required (see attached instructions for details)		Location in Submission (page #)	For NRCan Use Only
1	CBIP/IBIP Submission Checklist	1	
2	Submission Overview		
3	Performance Path Worksheet (EE4-CBIP only)		
4	Building Permit		
5	MNECB Mandatory Requirement Checklist	EE4-CBIP: list should be checked by hand and attached in paper format	
		EE Wizard: List is included in the Compliance Report, item 6 (except for arenas and retail food stores)	
6	EE4-CBIP or EE Wizard Compliance Report		
7	Initial Technical Proposal (IBIP only)		
8	Explanation of Errors and Warnings		
9	Outdoor Air Calculation Spreadsheet (EE4-CBIP only)		
10	Relevant Calculations		
11	Calculations for Renewable Energies (if applicable)		
12	Mechanical Zoning Diagram		
13	Electronic Simulation Files	EE4-CBIP	
		EE Wizard	
14	Stamped Drawings	A	
		M	
		E	
		R	
15	Principle Building Systems	Heat Recovery Ventilation	
		Space Heating and Cooling Equipment	
		Boilers	
		Heat Pumps	
		Air Handling Units	
		Pumps	
		Chillers	
		Cooling Towers	
		Unit Heaters	
		Other, Specify: _____	
		Service Hot Water Heating Equipment Envelope Construction	
		Window and Glazing Thermal Performance	
		Panelized Wall Systems, Curtain Wall Systems	
		Interior Lighting	
		Refrigeration Systems	
		Display Cases ¹	
		Walk-in Freezers/Coolers	
		Controls for Display Case & Walk-in Coolers/Freezers	
		Compressors	
		Heat Recovery Coils ²	
Mechanical Subcooling ²			
Floating Head Pressure ²			
Renewable Energy Features (if applicable)			
Special Energy Conserving Features (if applicable)			
16	Architectural/Mechanical/Electrical/Refrigeration Specifications (Tender Documents)		
17	Energy Prices		

Item Required		Description/Instructions
1	CBIP/IBIP Submission Checklist	Complete the CBIP Mandatory Submission Checklist, indicating in the appropriate column, the location of each item within the submission (page number, section number or appendix number). For items not found in the binder, provide a drawing number, Tender Document section number, or appropriate location description.
2	Submission Overview	Its purpose is to provide the reviewer with a summary of how the building was modeled and where they can find the details of the submission in the binder supplied and prepared by the simulator. It must contain: <ul style="list-style-type: none"> • Introduction to building: location, climate zone, energy features, special systems • Overview of the organization of the building systems, including, for example, number and types of air handlers, exhaust fans and thermal control systems • Supporting CBIP documentation for any exemptions or modeling work arounds.
3	Performance Path Worksheet (EE4-CBIP only)	EE4-CBIP only. Complete ALL fields of the Performance Path Worksheet form found on our website under "Forms". Indicate N/A if any item does not apply.
4	Building Permit	Include copy of building permit if available at the time of the submission. If not available, provide an explanation. For CBIP eligibility the building permit must be dated between April 1 st , 2001 and March 31 st , 2007. For IBIP the building permit must be dated between April 1 st , 2002 and March 31 st , 2007.
5	MNECB Mandatory Requirement Checklist	EE4-CBIP: Complete and sign the MNECB Mandatory Checklist form. It can be found on our website under "Forms". All information required to demonstrate compliance with the MNECB mandatory criteria is required. If this information cannot be found in the specifications or drawings please provide the information in this section. EE Wizard: This list is a part of the Summary Compliance report EXCEPT in the cases of arenas and retail food stores. In these two cases only, please provide a completed copy of the list on the CBIP Web site noted above.
6	EE4-CBIP or EE Wizard Compliance Report	Provide the Summary Compliance Report which is automatically generated by the simulation software. In some EE4 cases (see Modeling Manual) two reports may be required. Provide signature and seal as noted on the form.
7	Initial Technical Proposal (IBIP only)	The approved Initial Technical Proposal should be included in IBIP submission.
8	Explanation of Errors and Warnings	Provide written explanations of the errors and warnings generated by the Summary Compliance Report that are not documented elsewhere in the submission package. Please refer to the error number or the key-word, cited in the report, in your explanation
9	Outdoor Air Calculation Spreadsheet (EE4 only)	Complete and print a copy of the OAC Spreadsheet form found on our website under "Forms". This will be used to verify that the fresh air rate of your building design is within the 20% of the MNECB fresh air rate, as per the EE4 modeling manual.
10	Relevant Calculations	If applicable, include any calculations supporting derived inputs in simulation software, for example: heat recovery effectiveness, wall areas, floor areas, and window areas.
11	Calculations for Renewable Energies (if applicable)	Provide two documents. The first document should be a RETScreen analysis and/or other supporting documents, which provide the amount of energy produced by the renewable energy. The second document should be a set of calculations showing how the renewable energy produced has impacted the total energy consumption and cost savings.
12	Mechanical Zoning Diagram	Provide a small clear zoning drawing(s) in the Submission Binder, or highlight the zones in colour, on the engineering drawings/plans. For EE4 files, refer to the section "Building Zoning Principles" in the EE4 Modeling manual.
13	Electronic Simulation Files	Save final EE4 file on CD or diskette. Note that under certain circumstances (e.g. 20% outdoor air rule), a second simulation is required. To ensure the version of the software you are using is the most up to date, go to the EE4 website at www.EE4.com . For EE Wizard applications, include a copy of the email providing the confirmation that the EE wizard file has been sent to NRCan.
14	Drawings (A/M/E/R)	Include a complete set of the <u>most recent and to scale</u> construction drawings/plans relating to Architecture, Mechanical and Electrical design. When simulating a Retail Food Store or Arena, provide refrigeration drawings, which demonstrate how energy is transferred from the refrigeration system to the building. Provide seal and signature on the drawings/plans. Drawings saved on diskettes or CD will not be accepted.
15	Principle Building Systems	Supporting information is needed for all building systems.. This is a requirement of E-2.3.1.1(1) of the MNECB. Manufacturers' Specifications / Cut sheets are required for <u>all</u> equipment / systems that cannot be properly modeled from the information found in the tender specifications or drawings For each of the items listed, indicate where the information can be found in the submission package. If equipment listed is not found in the building write not applicable (N/A).. If additional space is required please attach a separate sheet indicating items and their location in the submission package. Refrigeration Notes: 1- Provide a table showing for each class, all displays with light, fan, and anti-sweat linear power densities. This data must be compliant with the listed models from the manufacturer. 2- <u>This information must be well documented.</u>
16	Architectural/Mechanical/ Electrical/Refrigeration Specifications (Tender Documents)	Provide Tender documents for all building systems. These are the "Section 15000" specifications for Mechanical systems, the "Section 16000" specifications for Electrical systems, and the "Section 0 to 14000 specifications for Architectural systems. These documents will be used to verify your data entry points in the simulation software. * For Arenas and Retail Food Stores, Refrigeration specifications are also required. ** Specifications saved on diskettes or CD will not be accepted.
17	Energy Prices	Identify and submit paper copies of: current posted Website rates, actual energy bills, or agreements of energy prices (as of submission date) used in the submission (e.g. electricity, natural gas, fuel oil, renewables, etc.).