

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. **Please refer to the instructions on the reverse side 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 instructions on the reverse side for details)		Location in Submission (page #)	For NRCan Use Only
1	CBIP/IBIP Submission Checklist		
2	Submission Overview		
3	Prescriptive or Performance Path Worksheet		
4	Building Permit		
5	MNECB Mandatory Requirement Checklist		
6	EE4-CBIP, EE Wizard or PEP-HQ Compliance report		
7	Explanation of Errors and Warnings Generated by the Software		
8	Initial Technical Proposal (IBIP only)		
9	Outdoor Air Calculation Spreadsheet (EE4-CBIP only)		
10	Relevant Calculations		
11	Calculations for Renewable Energies (RetScreen, SWIFT, if applicable)		
12	Zoning Diagram		
13	Electronic Simulation Files	EE4-CBIP	
		EE Wizard	
		PEP-HQ	
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 :	
		Service Hot Water Heating Equipment	
		Envelope Construction	
		Window and Glazing Thermal Performance	
		Panelized Wall System, Curtain Wall System	
		Interior Lighting	
		Refrigeration Systems :	
		- Display Cases	
		- Walk-in Freezers/Coolers	
		- Controls	
		- Compressors	
- Heat Recovery Coils			
- Mechanical Subcooling			
- Floating Head Pressure			
Renewable Energy Features			
Special Energy Conserving Features			
16	Architectural/Mechanical/Electrical/ Refrigeration Specifications (Tender Documents)		
17	Energy Prices		

Item Required (see attached instructions for details)		Description/ instructions
1	CBIP/IBIP Submission Checklist	This checklist serves as a table of content for your submission. Complete the CBIP/IBIP 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. 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; and - Relevant appropriate supporting documentation from CBIP/IBIP concerning exemptions, technical support advice and any relevant communications with your Account Manager.
3	Prescriptive or Performance Path Worksheet	Complete all fields of the worksheet form of the approach you are using (Prescriptive or Performance). The worksheet can be found on our website under "Forms". Ensure this form is signed and stamped.
4	Building Permit	Include a 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 , 2006.
5	MNECB Mandatory Requirement Checklist	Complete and sign the MNECB Mandatory Checklist form. It can be found on our website under "Forms". All information required to demonstrate compliance to MNECB is required. If this information cannot be found in the specifications or drawings please provide the information in this section.
6	EE4-CBIP, EE Wizard or PEP-HQ Compliance report	Provide the Summary Compliance Report, which is automatically generated by the simulation software. In some EE4 cases (see EE4-CBIP modeling Manual) two reports may be required. Ensure this form is signed and stamped.
7	Explanation of Errors and Warnings Generated by the Software	Provide written explanations of the errors and warnings in the summary compliance report generated by the software that are not explained elsewhere in the submission. These messages are part of the summary Compliance Report. Please refer to the error number or the keyword cited in the report in your explanation.
8	Initial Technical Proposal (IBIP only)	Include a copy of the approved Initial Technical Proposal in your IBIP submission.
9	Outdoor Air Calculation Spreadsheet (EE4-CBIP only)	Complete and print a copy of the Outdoor Air Calculation Spreadsheet form found on our website under "Forms". This form 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-CBIP 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 (RetScreen, SWIFT, if applicable)	Provide two documents. The first document should be a RETScreen/SWIFT analysis, which provides the amount of energy produced by the renewable energy. Other supporting documents should be supplied if there is not a RETScreen/SWIFT analysis available for the renewable energy being implemented. 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	Zoning Diagram	Provide a clear zoning drawing(s) in the Submission Binder, or highlight the zones in colour, on the drawings/plans. For EE4 files, refer to the section "Building Zoning Principles" in the EE4-CBIP modeling manual.
13	Electronic Simulation Files	Save final EE4-CBIP or PEP-HQ 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	Stamped Drawings	Include a complete set of the most recent and to scale construction drawings/plans relating to Architecture, Mechanical and Electrical design. (Minimum C size drawings). When simulating a Retail Food Store or Arena, provide refrigeration drawings, which demonstrate how energy is transferred from the refrigeration system to the building. Ensure drawings/plans are signed and stamped. 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. Manufacturer's specifications/Cut sheets are required for all equipment/system that cannot be properly modeled from the information found in the tender specifications or drawings. For each item 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: 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.
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.).