

GENERAL NOTES

PROJECT: _____

DATE: _____

- 1 All diffusers, grilles and registers are read with the Shortridge Flow Hood unless the "K" or "AK" factors are shown.
- 2 Duct sizes, diffusers and diffuser neck sizes are listed in inches, unless shown otherwise.
- 3 All areas are listed in square feet, unless shown otherwise.

SAMPLE FORM NOTES

- 4 *Remove any items above if they do not apply, or if you start a second page.*
- 5 *This form is used for listing items of a general or system wide nature that are not specific to a particular piece of equipment that has been tested and reported elsewhere UNLESS that piece of equipment is operating in a way that impacts the proper operation of the system, then definitely call attention to it here.*
- 6 *Specifications or test criteria may be listed on this form.*
- 7 *A summary statement of the system condition may be listed here.*
- 8 *Anything important may be listed here. If nothing is listed on the general note form then it is assumed that everything is basically operating at design conditions.*
- 9 *REMEMBER: This page is part of the final balance report that will be sent to the owners, architect, and engineers. IT IS NOT A PUNCH LIST FORM.*