Powered By SYNEREX™ LABORATORIES, LLC

General Energy Analysis

Field Data Collection Form

Version 3.8 - January 2026

This form is designed for field workers to collect facility-specific data on-site. Complete all relevant sections and use this form as reference when entering data into the SYNEREX UI.

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1. CLIENT INFORMATION

Enter client/company information for this project

Company Name	

Client or company name

Company Address (Street)	

Street address

City	

City name

State/Province	

State or province abbreviation

ZIP/Postal Code	

Postal code

Country	

Country (if outside US)

Primary Contact

Contact Name	

Primary contact person name

Contact Email	

Contact email address

Contact Phone	

Contact phone number

Contact Mobile/Cell	

Mobile phone number (optional)

2. PROJECT INFORMATION

Client/Company Name	
Project Name/ID	

Project identifier or name

Project Description	

Brief description of the project

Facility Location

Facility Address (Street)	
City	
State/Province	
ZIP/Postal Code	
Country	

Country where facility is located

Project Location

Project Address (Street)	

Physical location where project work is performed (if different from facility)

Project City	

City where project work is performed

Project State/Province	

State/Province where project work is performed

Project ZIP/Postal Code	

ZIP/Postal code for project location

Project Country	

Country where project work is performed

Primary Contact Information

Point of Contact Name	

Primary contact person name

Contact Title/Role	

Job title or role of contact person

Contact Phone	
Contact Email	
Contact Mobile/Cell	

Mobile phone number (optional)

Contact Location

Contact Address (Street)	

Contact person's business address (if different from facility)

Contact City	

City where contact person is located

Contact State/Province	

State/Province where contact person is located

Contact ZIP/Postal Code	

ZIP/Postal code for contact location

Contact Country	

Country where contact person is located

Additional Project Information

Project Manager Name	

Name of project manager

Project Manager Email	

Email of project manager

Project Manager Phone	

Phone of project manager

Project Start Date	

Date when project work began

Project End Date	

Expected or actual project completion date

Project Date (Form Completion Date)	

Date this form is being completed

Secondary Contact (Optional)

Secondary Contact Name	

Alternative contact person

Secondary Contact Title/Role	

Job title or role

Secondary Contact Phone	

Phone number

Secondary Contact Email	

Email address

3. TEST PARAMETERS

Test Type	[ ] Power Quality [ ] Energy Savings [ ] Harmonic Analysis
Circuit Name	

Test Period	Before:	After:

Start and end dates

Test Duration	

Auto-calculated from CSV data

Meter Name	
Meter Specification	[ ] Class 0.2 [ ] Class 0.5 [ ] Class 1.0 [ ] Class 2.0
Interval Data	[ ] 1-minute [ ] 15-minute [ ] Hourly

4. WEATHER DATA

Temperature	Before: deg F	After: deg F

Average temperature during test period

Humidity	Before: %	After: %

Average relative humidity

Weather Data Source	[ ] Automatic API [ ] Manual Entry

5. BILLING INFORMATION

Utility Company	
Account Number	
Energy Rate	$/kWh

Cost per kilowatt-hour

Demand Rate	$/kW-month

Cost per kilowatt per month

6. ELECTRICAL CONFIGURATION

Number of Phases	[ ] 1 (Single Phase) [ ] 3 (Three Phase)
Nominal Voltage	_____ V

System nominal voltage (e.g., 480V, 240V)

Voltage Type	[ ] Line-to-Line (LL) [ ] Line-to-Neutral (LN)
Transformer kVA Rating	_____ kVA

Rated kVA for loss scaling calculations

Load Loss at Rated Load	_____ W

Total load loss at rated kVA (copper + stray)

Core Loss	_____ W

No-load core loss (constant)

Stray Loss Fraction	_____ %

Percentage of load loss that is stray loss

7. ADDITIONAL BILLING & FINANCIAL INFORMATION

Project Cost	_____ $

Total project installation cost

Last Monthly Bill (Total Cost)	_____ $

Client's last monthly utility bill total

Target Power Factor	_____ (0-1)

Target power factor for normalization (e.g., 0.95)

Power Factor in Billing	[ ] Included [ ] NOT Included

Check if PF penalties are in billing

Discount Rate	_____ %

Discount rate for present value calculations (e.g., 3%)

Escalation Rate	_____ %

Annual escalation rate for savings (e.g., 2%)

Analysis Period	_____ years

Project analysis period in years (e.g., 15)

Non-Coincident Peak Demand Rate	_____ $/kW-month

Non-coincident peak demand rate

CP Demand Rate	_____ $/kW-month

Coincident peak demand rate

8. EQUIPMENT DESCRIPTION

Equipment Description	_____

Description of equipment being analyzed

Circuit Name/ID	_____

Circuit identifier or name

9. NOTES

_____

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