

# Hospitality Facility

## 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.

## 1. CLIENT INFORMATION

*Enter client/company information for this project*

<b>Company Name</b>	
<i>Client or company name</i>	
<b>Company Address (Street)</b>	
<i>Street address</i>	
<b>City</b>	
<i>City name</i>	
<b>State/Province</b>	
<i>State or province abbreviation</i>	
<b>ZIP/Postal Code</b>	
<i>Postal code</i>	
<b>Country</b>	
<i>Country (if outside US)</i>	
<b>Primary Contact</b>	
<b>Contact Name</b>	
<i>Primary contact person name</i>	
<b>Contact Email</b>	
<i>Contact email address</i>	
<b>Contact Phone</b>	
<i>Contact phone number</i>	
<b>Contact Mobile/Cell</b>	
<i>Mobile phone number (optional)</i>	

## 2. PROJECT INFORMATION

<b>Client/Company Name</b>	
<b>Project Name/ID</b>	
<i>Project identifier or name</i>	
<b>Project Description</b>	
<i>Brief description of the project</i>	
<b>Facility Location</b>	

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

*Country where facility is located*

#### **Project Location**

<b>Project Address (Street)</b>	
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*Physical location where project work is performed (if different from facility)*

<b>Project City</b>	
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*City where project work is performed*

<b>Project State/Province</b>	
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*State/Province where project work is performed*

<b>Project ZIP/Postal Code</b>	
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*ZIP/Postal code for project location*

<b>Project Country</b>	
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*Country where project work is performed*

#### **Primary Contact Information**

<b>Point of Contact Name</b>	
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*Primary contact person name*

<b>Contact Title/Role</b>	
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*Job title or role of contact person*

<b>Contact Phone</b>	
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<b>Contact Email</b>	
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<b>Contact Mobile/Cell</b>	
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*Mobile phone number (optional)*

#### **Contact Location**

<b>Contact Address (Street)</b>	
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*Contact person's business address (if different from facility)*

<b>Contact City</b>	
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*City where contact person is located*

<b>Contact State/Province</b>	
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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**

<b>Test Period</b>	<b>Before:</b>	<b>After:</b>
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*Start and end dates*

<b>Test Duration</b>	
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*Auto-calculated from CSV data*

<b>Meter Name</b>	
<b>Meter Specification</b>	<input type="checkbox"/> Class 0.2 <input type="checkbox"/> Class 0.5 <input type="checkbox"/> Class 1.0 <input type="checkbox"/> Class 2.0
<b>Interval Data</b>	<input type="checkbox"/> 1-minute <input type="checkbox"/> 15-minute <input type="checkbox"/> Hourly

## 4. WEATHER DATA

<b>Temperature</b>	<b>Before: deg F</b>	<b>After: deg F</b>
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*Average temperature during test period*

<b>Humidity</b>	<b>Before: %</b>	<b>After: %</b>
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*Average relative humidity*

<b>Weather Data Source</b>	<input type="checkbox"/> Automatic API <input type="checkbox"/> Manual Entry
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## 5. BILLING INFORMATION

<b>Utility Company</b>	
<b>Account Number</b>	
<b>Energy Rate</b>	\$/kWh

*Cost per kilowatt-hour*

<b>Demand Rate</b>	\$/kW-month
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*Cost per kilowatt per month*

## 6. HOSPITALITY FACILITY DATA

<b>Facility Type</b>	<input type="checkbox"/> Hotel (Full Service) <input type="checkbox"/> Hotel (Limited Service) <input type="checkbox"/> Resort <input type="checkbox"/> Restaurant <input type="checkbox"/> Banquet Hall <input type="checkbox"/> Casino <input type="checkbox"/> Other: _____
<b>Facility Area</b>	_____ sqft

*Total facility floor area*

<b>Number of Rooms</b>	_____
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Total number of rooms (if applicable)

<b>Number of Seats</b>	_____
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Total number of seats (for restaurants)

<b>Occupied Room-Nights</b>	Before: _____	After: _____
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Total occupied room-nights (rooms x nights)

<b>Guest Count</b>	Before: _____	After: _____
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Total number of guests

<b>Average Occupancy Rate</b>	Before: _____ %	After: _____ %
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Average occupancy percentage

<b>Meals Served</b>	Before: _____	After: _____
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Total meals served (for restaurants)

<b>Kitchen Equipment Power</b>	Before: _____ kW	After: _____ kW
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Kitchen equipment power

<b>Laundry Power</b>	Before: _____ kW	After: _____ kW
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Laundry equipment power

<b>Laundry Loads</b>	Before: _____	After: _____
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Number of laundry loads

<b>Pool/Spa Power</b>	_____ kW
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Pool and spa equipment power

<b>Pool/Spa Area</b>	_____ sqft
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Pool and spa area

<b>Fitness Center Power</b>	_____ kW
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Fitness center equipment power

<b>Fitness Center Area</b>	_____ sqft
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Fitness center area

<b>HVAC Power</b>	Before: _____ kW	After: _____ kW
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HVAC system power consumption

<b>Lighting Power</b>	_____ kW
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Lighting system power

<b>Elevator Power</b>	_____ kW
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Elevator system power

<b>Other Building Loads</b>	_____ kW
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Other building loads

**Peak Season Occupancy Rate**

\_\_\_\_\_ %

*Peak season occupancy*

**Off-Season Occupancy Rate**

\_\_\_\_\_ %

*Off-season occupancy*

## 7. NOTES

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