Residential Self-Assessments
Instructions for KY Home Performance

Instructions: Please complete both sides of the 1B Data Worksheet for KY HOME Performance (KHP). The worksheet is for your use; you will keep it. The online location of the KY HOME Performance energy self-assessment is: www.kyhomeperformance.com

Page 1 of the worksheet gathers required website, log-in information. Basic information about your home is also needed.

A. Create New Account Information

You will use the information on page 1 of the worksheet (1B) to create an online account with KHP. You must record your county, username, email address and a password (use letters, numbers and at least one special character). If you want help remembering this password, record it on your worksheet; otherwise, just remember it.

B. Contact Information

You will be prompted for your contact information and the location of your home.
- Upon successful entry of this information, a confirmation code is generated. Record this number on the worksheet.

C. Building Information

Completing the self-assessment requires some basic building information about your home.

1. Record the year in which your home (house/condo/apartment/dwelling) was built. If you do not know the exact year, try to narrow it down to a decade. You must enter a year, e.g. 1940, 1978, 2006, etc. Consult real estate records to obtain this date; the county property valuation administrator may be able to assist you.

2. An occupant is defined as a person who lives in the house most of the year. When answering this question, count only the people who live in the house full-time, year round.

3. Include only home stories completely above ground level (do not count a walkout garage or basement).

4. In determining the heated/cooled floor area, consider only those floor areas of the home that are conditioned by a heating or cooling system. You may need to actually measure the floor area of your home or consult real estate records. If you have a basement that is not heated or cooled, do not include it in the square footage. For homes with more than one story, remember to count the square footage of each story.

   A quick way to measure the square footage of a home is to walk the outside length and width of the home. Multiply those two measurements to yield the square foot area of the home. For example: a home that is one story, and measures 40 feet long and 30 feet wide, would have 1200 sq. ft. (40’x30’=1200 sq. ft.). Many people know the length of their own stride, (around 2-3 feet), and can then quickly pace off the distances.

5. Record the fuel used to heat your home; record only the primary fuel that you use. Select either none, electricity, natural gas, propane, fuel oil or firewood.
Page 2 of the 1B Data Input Worksheet for KY HOME Performance organizes information from your monthly utility statements. KHP requires 12 months of information before it can analyze your home’s energy use.

### D. Electric Utility

Record the name of your electric utility.

1. Go back through your household records from your electric company for 12 consecutive months, such as June through May, January through December, or September through August, and look closely at your statements. You need to locate the current month’s meter reading date (actual or estimated). Record this date on the worksheet. An example might be: current meter reading date: 01/04/2011.

2. Continue to examine your statement. Find the quantity of electricity used in kilowatt-hours (kWh), such as 873 kWh. Record this quantity.

3. Complete the electric usage section of the worksheet for 12 months. Make sure that the last month’s day is one (1) day more than the first month’s day: 01/04/2011 - 12/05/2011.

### E. Other Fuels - Natural Gas Supplier

Record the name of your natural gas supplier (if any).

1. Go back through your household records from your natural gas supplier for 12 consecutive months, such as June through May, January through December, or September through August, and look closely at your gas statements. You need the current month’s meter reading date (actual or estimated). Record this date on the worksheet. An example might be: current meter reading date: 02/17/2011.

2. Continue to examine your statement. Find the quantity of gas used, such as 1, 2.4, 333, and its corresponding unit of measurement, therms, ccf, cf, kcf, or Mcf. Record this information in the natural gas supplier section. (Example: 6.8 Mcf used for this month)

3. Complete the natural gas usage section of the worksheet for 12 months. Make sure that the last month’s day is one (1) day more than the first month’s day: 02/17/2011 - 01/18/2012

### F. Other Fuels

If you heat your home with fuel oil, propane or firewood, you will need to know the amount you used in the past 12 months (not in dollars, but in gallons or cords of wood). Record the amount in Section F.

You have assembled and recorded all of the KHP required information. Now you are ready to let KHP generate information to determine how your heating, cooling and baseline energy use compares with other similar homes, both in Kentucky and in the United States.