

Building tune-up guide

BUILDING TUNE-UP PROGRAM

Delmarva Power’s Full and Small Building Tune-up programs promote energy efficiency and the reduction of electricity usage in existing buildings.* The program offers technical and financial assistance to identify and implement low-cost energy efficiency measures (EEMs), tune-ups, and adjustments that improve the efficiency of buildings, with a focus on building controls and HVAC systems.

The program optimizes energy use over a sustained period. Our support team will help Service Providers identify energy-saving opportunities for their customers to optimize existing equipment.

Plus, the program provides incentives with a maximum total cap of \$0.20 per kWh saved annually.** The sectors that benefit most from full building tune-ups include hospitals, factories, schools and colleges, retailers, and office spaces. All projects require pre-approval.

For eligibility requirements and detailed instructions, review the **Building Tune-up Technical Sheet** and **Technical Resource Manual** in the Building Tune-up section at delmarva.com/Incentives or, for a quick start, see our process map below.

*A Full Building Tune-up applies to buildings more than 75,000 sq. ft. A Small Building Tune-up applies to buildings less than 75,000 sq. ft.

**The maximum incentive cap for a Full Building Tune-up is \$200,000 for a single building and \$300,000 for a campus with multiple buildings. The maximum incentive cap for a Small Building Tune-up is \$25,000.

The program recognizes that customers will apply at different stages of their project life cycle. Specific documents are required for pre-approval and project close-out and instructions are listed below.

Full Building Tune-up process map

Step 1	Step 2	Step 3
Submit online application and receive pre-approval	Implement desired measures	Submit final documents
<p>The following is required for pre-approval:</p> <ul style="list-style-type: none"> • Signed Terms and Conditions • Detailed investigation report outlining the proposed measures, savings, and cost • Detailed savings analysis, either excel or energy model • Pre-trend data where applicable 	<ul style="list-style-type: none"> • Optimize settings • Collect post-installation trend data where required 	<ul style="list-style-type: none"> • Final investigation report outlining the measures installed, final savings, and cost • Detailed savings analysis, either excel or energy model • Post-install trend data where applicable • Signed pre-approval letter • Final invoice <p>All incentives will be paid at the end of step 3.</p>

Online application worksheet

During the building tune-up process, document the required information below and provide the specific details requested to precisely complete the online application form before submittal.

1. Collect the following data

Building type:	Total floor area (sq ft):	Year of construction:	Electric account number:
Annual kWh usage:	Total conditioned area (sq ft):	Number of floors:	Peak kW demand and month occurring:

2. Determine which HVAC systems are in the facility

Cooling systems	<input type="checkbox"/> Chiller air cooled	<input type="checkbox"/> Chiller water cooled	<input type="checkbox"/> Water source heat pump	<input type="checkbox"/> DX cooling system	<input type="checkbox"/> Other
Heating systems	<input type="checkbox"/> Boiler, hot water	<input type="checkbox"/> Boiler steam	<input type="checkbox"/> Rooftop furnace	<input type="checkbox"/> Electric baseboard	<input type="checkbox"/> Other
Ventilation and distribution	<input type="checkbox"/> Central AHU	<input type="checkbox"/> VAV and reheat	<input type="checkbox"/> Dual duct	<input type="checkbox"/> Economizers	<input type="checkbox"/> Other

3. Investigate the facility's controls systems and provide additional info

How old is the Energy Management Control System?

Are the systems capable of trending and storing multiple points?

Are components and systems controlled by digital direct controls?

Are the components controlled (not just actuated by pneumatics)?

4. Upload the following documents

- Terms and Conditions signed by the customer
- Detailed investigation report outlining the proposed measures, savings, and cost
- Detailed savings analysis, either excel or energy model
- Pre-trend data where applicable

Notes:

Questions?

Visit delmarva.com/TuneUp or contact your program manager at **866-353-5799** for more information.