

# FULL BUILDING TUNE-UP

## Delmarva Power Energy Savings for Business Program

### Service Provider Guide

Delmarva Power’s Full Building Tune-up Program promotes energy efficiency and the reduction of electricity usage in existing buildings. The program offers technical and financial assistance to identify and to implement low-cost energy efficiency measures (EEM), 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. We will help you identify energy-saving opportunities by optimizing your existing equipment, and we’ll provide

incentives in three phases, with a maximum total incentive cap of \$0.25 per square foot of conditioned space. The sectors that benefit most from Full Building Tune-ups include hospitals, factories, schools and colleges, retail and office space. All projects require pre-approval.

For eligibility requirements and detailed instructions, review the [Full Building Tune-up Technical Sheet](#) and [Technical Resource Manual](#) in the Building Tune-up drop-down tab at [delmarva.com/BusinessIncentives](http://delmarva.com/BusinessIncentives) or see our process map below.

### Full Building Tune-up Process Map

Phase I Application Approval	Phase II Benchmarking and Audit	Phase III Measure Implementation	Phase IV Review and Next Steps
Submit online application	Benchmark current building energy performance with energy bills	Prepare implementation plan	Evaluate existing equipment
Work with program administration to receive pre-approval	Perform comprehensive site audit (ASHRAE level 2 or equivalent) and identify potential EEMs	Implement all low-cost and no-cost energy efficiency measures	If necessary, make upgrades through the Delmarva Power Prescriptive and Custom Programs
Prepare and submit Full Building Tune-up plan	Prepare Full Building Tune-up investigation report	Prepare Full Building Tune-up implementation report	
	Phase I and Phase II incentive payment	Phase III incentive payment	

# Online Application Worksheet

During the building tune-up process, document the required information below and provide specifics to precisely and fully fill out the online application form for 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"/> Condenser	<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 & 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 customer
- Proposed Scope of Work for Phase 1 (including preliminary audit)
- Projected cost for developing the Full Building Tune-up plan
- Data showing energy use (EPA Portfolio Manager of DOE CBECs recommended)

### Notes

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

### Questions?

Visit [delmarva.com/TuneUp](http://delmarva.com/TuneUp) or contact your program manager at **1-866-353-5799** for more information.



Offer valid for Delmarva Power commercial customers in Maryland only. EmPOWER Maryland programs are funded by a charge on your energy bill. EmPOWER programs can help you reduce your energy consumption and save you money. To learn more about EmPOWER and how you can participate, go to [delmarva.com/business](http://delmarva.com/business).

