**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 or see our process map below.

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**Full Building Tune-up Process Map**

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

<table>
<thead>
<tr>
<th>Building Type:</th>
<th>Total Floor Area (Sq Ft):</th>
<th>Year of Construction:</th>
<th>Electric Account Number:</th>
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</table>

<table>
<thead>
<tr>
<th>Annual kWh Usage:</th>
<th>Total Conditioned Area (Sq Ft):</th>
<th>Number of Floors:</th>
<th>Peak kW Demand and Month Occurring:</th>
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2. Determine which HVAC systems are in the facility

- **Cooling Systems**
  - [ ] Chiller Air Cooled
  - [ ] Chiller Water Cooled
  - [ ] Water Source Heat Pump
  - [ ] Condenser
  - [ ] Other

- **Heating Systems**
  - [ ] Boiler, Hot Water
  - [ ] Boiler Steam
  - [ ] Rooftop Furnace
  - [ ] Electric Baseboard
  - [ ] Other

- **Ventilation & Distribution**
  - [ ] Central AHU
  - [ ] VAV and Reheat
  - [ ] Dual Duct
  - [ ] Economizers
  - [ ] 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**

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Questions?

Visit delmarva.com/TuneUp or contact your program manager at 1-866-353-5799 for more information.