

# SMALL AND FULL BUILDING TUNE-UP TECHNICAL SHEET

## Building Tune-up Program



The Delmarva Power Energy Savings for Business Program offers incentives to eligible customers to help determine the energy performance of their facilities and identify energy saving opportunities by optimizing their existing systems. Building Tune-up Service Providers will examine all building systems for cost-effective savings opportunities, with primary focus on HVAC and control systems.

To take advantage of these incentives, you must meet the following eligibility requirements:

1. Be a Delmarva Power customer and business in the Maryland territory.
2. Have an existing facility, as new construction is not eligible for this program.
3. Not be a temporary account or a vacant facility.

**All projects require pre-approval.**

All projects MUST receive pre-approval before purchasing equipment or beginning work. Please review the program process and eligibility requirements on the [program website](#) as well as the [Terms and Conditions](#) in this Technical Sheet. Please contact the program office with any questions.

How to Apply:

1. **The customer reviews requirements in the Building Tune-up [Technical Resources Manual](#).**
2. **The application is completed and submitted via the online [Application Center](#). Pre-approval is required before proceeding. The following supporting information must be included with the application:**
  - Completed and signed [Terms and Conditions \(T&Cs\)](#)**
  - Phase I proposed scope of work and projected cost**
  - EPA Portfolio Manager or CBECS benchmark data**
3. **The Program reviews submitted documentation, revises and/or requests additional documentation as necessary. A site inspection may be required as part of the pre-approval process.**
4. **The Program emails the project pre-approval to the customer and Service Provider associated with the Small Building Tune-up documentation or Full Building Tune-up Phase I.**
5. **The customer or Service Provider submits documentation associated with Phase I, Phase II, and Phase III, as well as the customer signed pre-approval letter and final detailed invoice(s) upon completion.**
6. **The Program may require a post-installation inspection to verify compliance with program rules, accuracy of program documentation, and equipment operation.**
7. **The Program distributes the incentive check for Full Building Tune-up to the payee following final approval processing.**

## FULL BUILDING TUNE-UP ELIGIBILITY REQUIREMENTS

The most cost-effective savings will likely result from larger customers with specific types of facilities. Therefore, facilities must meet the following criteria:

- Have higher-than-average electrical intensity (kWh/sq. ft.), based on analysis using the EPA ENERGY STAR® Portfolio Manager<sup>1</sup> or DOE CBECS Data<sup>2</sup>**
- Be more than 2 years old (this requirement recognizes that building less than 2 years old may not have one entire year of utility data to reflect a “fully occupied” building and consistent operating pattern)**
- Have an Energy Management System (EMS) with or without direct digital controls (DDC)**
- Have mechanical equipment in relatively good condition**
- Have unusually high number of occupant comfort complaints**
- Buildings must be larger than 75,000 sq. ft**

Only building components that impact electric usage and demand will be considered for incentives. Examples of systems included in the commissioning incentives would include HVAC systems and energy management systems (including lighting control systems).

<sup>1</sup> [Portfolio Manager](#). <sup>2</sup> [DOE CBECS](#)

## SMALL BUILDING TUNE-UP ELIGIBILITY REQUIREMENTS

Facilities must meet the following minimum requirements to be considered for Small Building Tune-up Services:

- Buildings must be smaller than 75,000 square feet. Industrial process measures in any size facility are eligible.**
- The facility owner must express a commitment to be actively involved in the Small Building Tune-up Services process.**
- The facility owner must commit to funding up to \$15,000 to match the Delmarva Power financial incentives.**

## PROGRAM RULES AND CRITERIA

- ☑ Review requirements from Delmarva Power Building Tune-up [Technical Resources Manual](#).
- ☑ Projects must be pre-approved following submission of an application.
- ☑ Phase III Full Building Tune-up activities must be completed within 12 months.
- ☑ Phase III projects must be completed within six (6) months of pre-approval. Incentives will be committed to any project for just one (1) year, unless an extension is requested 30 days prior to pre-approval expiration and is approved by the Program.<sup>1</sup> [Portfolio Manager](#) <sup>2</sup> [DOE CBECS](#)

## INCENTIVES

Incentives for Full Building Tune-up are provided in three phases, with a maximum total incentive cap of \$0.25 per square foot of conditioned space.

### FULL BUILDING TUNE-UP INCENTIVES

Phase I Full Building Tune-up Plan	Once the Full Building Tune-up Plan (see Building Tune-up <a href="#">Technical Resource Manual</a> ) has been developed and approved, the program will pay an incentive of \$0.05 per sq. ft. of conditioned space, not to exceed 75% of the Full Building Tune-up Plan costs. This incentive will be held in reserve for the customer until Phase II is completed.
Phase II Full Building Tune-up Investigation Report	Once the Full Building Tune-up Investigation Report and associated services (see Building Tune-up <a href="#">Technical Resource Manual</a> ) have been approved, the program will pay an incentive of \$0.10 per square foot of conditioned space, not to exceed 75% of the reported costs. Phase I incentive will be paid at this time also.
Phase III Full Building Tune-up Implementation Report	Once the Full Building Tune-up Implementation Report (see Building Tune-up <a href="#">Technical Resource Manual</a> ) has been approved, the program will pay an incentive of \$0.10 per square foot of conditioned space, not to exceed 75% of the implementation costs.

### SMALL BUILDING TUNE-UP INCENTIVES

Buildings < 75,000 sq. ft	Incentives are 75% of the qualifying cost, capped at \$25,000
---------------------------	---

## Delmarva Power Energy Savings for Business Program

Contact: 1-866-353-5799 | [delmarvabusiness@icf.com](mailto:delmarvabusiness@icf.com)

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).