pepco[SM]
AN EXELON COMPANY

# Building tune-up guide

## BUILDING TUNE-UP PROGRAM

Pepco'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 **pepco.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** |
| The following is required for pre-approval:<br>• Signed Terms and Conditions<br>• Detailed investigation report outlining the proposed measures, savings, and cost<br>• Detailed savings analysis, either excel or energy model<br>• Pre-trend data where applicable | • Optimize settings<br>• Collect post-installation trend data where required | • Final investigation report outlining the measures installed, final savings, and cost<br>• Detailed savings analysis, either excel or energy model<br>• Post-install trend data where applicable<br>• Signed pre-approval letter<br>• Final invoice<br>All incentives will be paid at the end of step 3. |

# 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** | ☐ Chiller air cooled | ☐ Chiller water cooled | ☐ Water source heat pump | ☐ DX cooling system | ☐ Other |
| **Heating systems** | ☐ Boiler, hot water | ☐ Boiler steam | ☐ Rooftop furnace | ☐ Electric baseboard | ☐ Other |
| **Ventilation and 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 the customer<br>• Detailed investigation report outlining the proposed measures, savings, and cost<br>• Detailed savings analysis, either excel or energy model<br>• Pre-trend data where applicable | Notes: |

## Questions?

Visit **pepco.com/TuneUp** or contact your program manager at **866-353-5798** for more information.

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