HOW TO USE THIS REPORT

A scoping study is a brief assessment of a building’s energy systems to identify potential energy savings opportunities. While some simple and immediate energy savings opportunities may be noted, this is not intended as a complete energy audit or list of technical engineering recommendations. The best use of this document is as a starting point for evaluating, budgeting, and planning. Upon receipt of this report, the property team should schedule discussions with their preferred engineering or service contractors and utility energy efficiency staff for a more detailed analysis of the anticipated savings, potential scopes of work, and available incentives or rebates. If you have questions about next steps or ways to move forward, please contact your Kilowatt Crackdown energy coach and/or the point of contact listed on the last page of this report.

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Site Visit: |  | Date Report Issued: |  |

Building Information

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Building name: |  | | |
|  | | | |
| Address: |  | | |
|  | | | |
| City: |  | Zip: |  |
|  | | | |
| Age: |  | | |

contacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Property Manager: | |  | Telephone: |  |
|  | | | | |
| Building Operator | |  | Telephone: |  |
|  | | | | |
| Primary Mechanical Service Contractor: | |  | Telephone: |  |
|  | | | | |
| Electric Utility Energy Representative: | |  | Telephone: |  |
|  | | | | |
| Gas Utility Efficiency Representative: | |  | Telephone: |  |
|  | | | | |
| Steam Utility Efficiency Representative: | |  | Telephone: |  |
|  | | | | |
| Others: | |  | Telephone: |  |
| Facility Description | | | | |
|  | | | | |
| 1. General: (Briefly describe the general condition and construction type) | | | | |
|  | | | | |
| 1. Recent Upgrades: | | | | |
|  | | | | |
| 1. Is the facility signed up to receive interval data? (e.g. Are they signed up for Seattle City Light’s *Meter Watch* program?) | | | | |
|  | | | | |
| 1. What are the facility’s normal hours of operations? | | | | |
|  | | | | |
| 1. Does this facility have an energy management system (EMS)? | | | | |
|  | | | | |
| 1. Special Notes: (Are there unusual occupancy densities, space uses etc.) | | | | |
|  | | | | |
| energy snapshot  utility energy provider(s) | | | | |
|  | | | | |
| Electric Utility: |  | | | |
|  | | | | |
| Natural Gas Utility: |  | | | |
|  | | | | |
| Water Utility: |  | | | |
|  | | | | |
| Other Energy Suppliers: |  | | | |

utility energy Meters

| Space Served | Type  (Gas/Electric/Steam) | Annual Usage  (kWh/Therms) | Meter Number | Location |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Facility Energy Summary | |
|  | |
| Facility Gross Square Footage: |  |
|  | |
| Parking Gross Square Footage: |  |
|  | |
| Annual kBtu/Sq.Ft.: |  |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | kWh | Therms | MLBS | Estimated Annual Energy Cost |
| Annual Energy Consumption: |  |  |  |  |
| Est. Operational Potential Savings Range: |  |  |  |  |
| Est. Capital Potential Savings Range: |  |  |  |  |
| Estimated Potential Annual Consumption:  (Note may not be additive) |  |  |  |  |
|  |  | | | |

Energy STAR Summary

|  |  |  |  |
| --- | --- | --- | --- |
| Portfolio Manager Score: |  | Does the building qualify for ENERGY STAR Certification? |  |

If the building does not qualify, why not?

|  |
| --- |
|  |

energy savings opportunity summary

OPERATIONAL Opportunity Summary\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Description | Power Council Code\*\* | Potential Savings | Utility Incentives (Y/N) |
| 1 | Conduct a monthly nightwalk | 6 | $ | No |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

*\*For more detail, please see the “Potential Operational Opportunities” below*

*\*\*Power Council Code Descriptions can be found in Appendix A*

capital Opportunity Summary\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Utility (Electric, Steam, Gas) | Description | Power Council Code | Potential Savings | Utility Incentives (Y/N) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

*\*For more detail, please see the “Potential Capital Opportunities” below*

|  |  |
| --- | --- |
| potential Impact on Total Building Energy savings | |
| **$** | Minor Cost Savings |
| **$$** | Significant Cost Savings |
| **$$$** | Substantial Cost Savings |
| **$$$$** | Major Impact on Energy Costs (>5%) |

Potential Operational Opportunities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (6) | 1. Conduct a monthly nightwalk |  | Opportunity Type: | |
| **Description:** | |  |  | Sensor |
| Walk the facility afterhours monthly to limit energy losses due to operating equipment or envelope leakage.  Check the Lobby for negative pressure when opening the front door. If cold air being pulled in, then conditioned air is escaping somewhere, either through the envelope or HVAC equipment. | |  |  | OSA Control |
|  |  | Simultaneous Heating and Cooling |
|  |  | Scheduling |
|  | X | Envelope |
|  |  | Other |
| **Potential benefits (energy, capital, comfort, maintenance)** | | | | |
| Energy savings, increased equipment life. | | | | |
| **Other Considerations (implementation, conflicts between potential capital projects, etc.)** | | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | Opportunity Type: | |
| **Description:** | |  |  | Sensor |
|  | |  |  | OSA Control |
|  |  | Simultaneous Heating and Cooling |
|  |  | Scheduling |
|  |  | Envelope |
|  |  | Other |
| **Potential benefits (energy, capital, comfort, maintenance)** | | | | |
|  | | | | |
| **Other Considerations (implementation, conflicts between potential capital projects, etc.)** | | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | Opportunity Type: | |
| **Description:** | |  |  | Sensor |
|  | |  |  | OSA Control |
|  |  | Simultaneous Heating and Cooling |
|  |  | Scheduling |
|  |  | Envelope |
|  |  | Other |
| **Potential benefits (energy, capital, comfort, maintenance)** | | | | |
|  | | | | |
| **Other Considerations (implementation, conflicts between potential capital projects, etc.)** | | | | |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | Opportunity Type: | |
| **Description:** | |  |  | Sensor |
|  | |  |  | OSA Control |
|  |  | Simultaneous Heating and Cooling |
|  |  | Scheduling |
|  |  | Envelope |
|  |  | Other |
| **Potential benefits (energy, capital, comfort, maintenance)** | | | | |
| **Other Considerations (implementation, conflicts between potential capital projects, etc.)** | | | | |
|  | | | | |

| Potential capital opportunities |
| --- |

|  |  |
| --- | --- |
|  |  |
| **Description:**  **a. Existing Conditions:** | |
|  | |
| **b. Opportunity for Change:** | |
|  | |
| **Potential benefits (energy, capital, comfort, maintenance)** | |
|  | |
| **Other Considerations (implementation, conflicts between other opportunities, remodels, etc.)** | |
|  | |

|  |  |
| --- | --- |
|  |  |
| **Description:**  **a. Existing Conditions:** | |
|  | |
| **b. Opportunity for Change:** | |
| **Potential benefits (energy, capital, comfort, maintenance)** | |
|  | |
| **Other Considerations (implementation, conflicts between other opportunities, remodels, etc.)** | |
|  | |

|  |
| --- |
| Energy Systems Description  Describe systems, operating practices, equipment and conditions |
| 1. Boiler Plant |
|  |
| 1. Cooling Water Plant: |
|  |
| 1. HVAC Fan Systems, Associated Controls, Major Schedules & Setpoints (occupied and unoccupied) |
|  |
| 1. Lighting   Interior System Type and Est. W/Sq.Ft. |
|  |
|  |
|  |
| Is there a lighting control system? Schedules & Setpoints (occupied and unoccupied)? |
|  |
| Parking Lights |
| Pole mounted MH |
| 1. Domestic Hot Water |
|  |
| 1. Controls |
|  |
| 1. Packaged Equipment |
|  |
| 1. OSA Control |
|  |
| 1. Parking fan control |
|  |
| 1. Data Centers |
|  |
| 1. Envelope |
|  |
| 1. Night Walk Results |
|  |

|  |  |  |
| --- | --- | --- |
| Prepared By | | |
|  | |
|  | | |
| Company: |  | |
|  | | |
| Address: |  | |
|  |  | |
| City |  | |
|  | | |
| Telephone: |  | |

Recommendation and Power Council Codes

