



RETROCOMMISSIONING PROGRAM



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With the support of programs and incentives from Focus on Energy, your organization will be saving energy and money in no time. Want to learn more? Call **800.762.7077** or visit focusonenergy.com today.

OPPORTUNITY ASSESSMENT

COMPANY INFORMATION

Company Name:

What is the name of your facility?

Facility Address:

Company Contact Name:

Company Contact Phone

Company Contact Email

Registered Service Provider (RSP)

RSP Contact Name:

RSP Contact Phone:

RSP Contact Email:

ENERGY INFORMATION

1. Electric Utility:

2. Gas Utility:

3. What is the total annual kWhs used by the facility?

4. What is the total annual Therms used by the facility?

5. What percentage of the utility budget is:

Electricity _____
 Natural Gas _____
 Steam _____
 Other _____

6. What is the estimated percent use reduction that you hope to achieve?

Electricity _____
 Natural Gas _____
 Steam _____
 Other _____

7. What is the estimated cost of the Retrocommissioning (RCx) Audit?

8. What is the estimated start date of the RCx Audit?

9. What is the estimated completion date of the RCx Audit?

PROJECT PARAMETERS

10. What is the building type:

Office	Education
Industrial	Warehouse
Faith-based	Lodging
Food Service	Service
Health Care	Other

11. What is the square footage of the facility?

12. What is the square footage of the facility that is:

Heated _____
 Air Conditioned _____

13. What is the number of floors in the facility (including those below grade)?

14. How old is your facility or what year was your facility built?

15. What is the annual hours of operation of the facility?

16. What is the fuel source for the heating of domestic water?

Electric	Steam
Natural Gas	Other

17. What is the fuel source for the building heat?

Electric	Steam
Natural Gas	Other





PROJECT PARAMETERS - CONT.

18. What are the measures that will be investigated as part of your project?

- Air Handler Optimization
- Chiller Optimization
- Compressed Air Optimization
- Lighting Sensor/Controls Optimization
- Pump and Motor Savings
- Industrial Processes
- Domestic Water Heating Systems
- Building Controls

OPPORTUNITY SCREENING

19. How would you describe your current energy policy?

- We don't have an energy policy.
- We have an energy policy but it lacks goals or processes for meeting them.
- We have an energy policy that includes goals and processes for meeting them.

20. What is your current approach to analyzing your energy bill to track cost and usage?

- Energy use and cost metrics are not tracked.
- Energy use is tracked and may be reviewed regularly.
- Energy costs are tracked and may be reviewed regularly.
- Both energy use and costs are tracked and reviewed at least annually.

21. What level of funding is your management willing to commit to energy saving recommissioning projects?

- There is no funding available
- Less than \$5,000 per year
- Less than \$10,000 per year
- Over \$10,000 per year

22. How would you describe your current building maintenance capabilities?

- Building personnel do not provide any operations or maintenance support.
- Building personnel provide only maintenance support.
- Building personnel provide only operations support.
- Building personnel provide operations and maintenance support.

23. How would you describe your building operators' current level of controls capabilities?

- Building personnel do not support our controls system.
- Building personnel have basic control over system capabilities.
- Building personnel have advanced control system capabilities.

24. What documentation is currently available (blue prints, balance reports, sequence of operations schedules, etc.)?

- No documentation is available.
- Some documentation, but it is not complete.
- All documentation is available and it is up-to-date.

25. What type of preventive maintenance is performed at your facility?

- Preventive maintenance is not performed (except for filter changes).
- Scheduled preventive maintenance is performed for mechanical systems only.
- Scheduled preventive maintenance is performed on mechanical and control systems.

26. Overall, what are your plans for mechanical retrofit projects?

- We have completed a mechanical retrofit project in the last two years.
- We plan to complete a mechanical retrofit project sometime in the next two years.
- We do not have any plans to complete a mechanical retrofit project in the next two years.

27. What is the current age of the majority of your equipment?

- More than 12 years old
- Less than 12 years old

28. How would you describe the frequency of problems in your key mechanical equipment?

- No problems identified
- Infrequent mechanical problems
- Recurrent mechanical problems

29. How would you describe current occupant complaints about overall comfort and indoor air quality?

- Few complaints from occupants about comfort.
- Many complaints from occupants in isolated areas about temperature, odor, and/or noise.
- Many complaints from occupants through the building about temperature, odor, and/or noise.

30. Which type of air handling unit (AHU) is most common in your facility?

- Unit Vents
- Make-up Air Units
- Rooftop Units
- AHU Units
- Rooftop Unit or Air Handling Unit with Heat Recovery

31. Which type of ventilation distribution is most common in your facility?

- Constant Volume
- Variable Air Volume (VAV)
- VAV with Occupancy Sensor

32. Which type of economizer is most common in your facility?

- No Economizer
- Water-side Economizer
- Air-side Economizer



OPPORTUNITY SCREENING - CONT.

33. Which type of heating system is most common in your facility?

- District Steam Heating
- Steam Boilers
- Direct-fire Roof Top Unit (RTU)
- Hot Water Boilers
- Condensing Hot Water Boilers

34. Which type of cooling system is most common in your facility?

- No Cooling or District Cooling
- Packaged Direct Expansion (DX) Units
- Custom Air Handling Units
- Air Cooled Chiller
- Water Cooled Chiller

35. How would you describe your current controls for your lighting systems?

- This facility's lighting system has been recently upgraded and is controlled by the facility's Emergency Management System (EMS) or other control system.
- The majority of the facility's lighting system has not been upgraded within the past three years but it is controlled by the facility's EMS system or other control system.
- This facility's lighting system has been recently upgraded but it is manually controlled by staff.
- The majority of the facility's lighting system has not been upgraded within the past three years and no controls are present.

36. What type of building controls are currently in use?

- Local controllers or all-pneumatic controls
- Direct Digital Control (DDC) with pneumatic actuation
- DDC with digital actuation

37. What level of building controls is currently in use?

- Central plant only
- Central plan and air handling units, roof top units, etc.
- All equipment including zone level
- All equipment including zone level and lighting

38. What type of building scheduling is currently in use?

- Scheduled to match occupancy with optimum start programs in place
- Scheduled to match occupancy with preset warm-up time
- No scheduling program exists

39. What type of trending data is currently available?

- No trending data available
- Trending data is available but not set up to trend specific points
- A majority of points are trended with look-back capabilities

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Focus on Energy, Wisconsin utilities' statewide program for energy efficiency and renewable energy, helps eligible residents and businesses save energy and money while protecting the environment. Focus on Energy information, resources and financial incentives help to implement energy efficiency and renewable energy projects that otherwise would not be completed.

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