

BACKGROUND

Why is the City requiring Building Tune-Ups?

Commercial building energy use accounts for more than 20% of Seattle's GHG emissions. To meet the targets established in Seattle's Climate Action Plan, we must reduce emissions from buildings by 82%. Building Tune-Ups will contribute toward Seattle's goal to be carbon neutral by 2050.

Why didn't the City make Tune-Ups voluntary first?

The City has had voluntary energy efficiency incentive programs in place for decades. These programs have demonstrated progress, yet to reach our Climate Action Plan goals, we need widespread action. City leaders have asked us to take bold steps, including the Tune-Ups mandate.

How does the Tune-Ups policy demonstrate Seattle's leadership?

The Tune-Ups requirement is a new approach to energy efficiency in existing buildings, which are a significant source of carbon pollution in cities. While other cities have auditing or retro-commissioning requirements, Seattle's Building Tune-Ups mandate requires that operation and maintenance work be completed to improve energy efficiency. The City is leading by example: Municipal buildings will comply one year ahead of private sector compliance deadlines, with the exception of buildings that are between 70,000 - 99,000 SF, those Tune-Ups are due at the same time as the private market.

Do other cities have similar regulations?

Yes, many other cities including New York, San Francisco, Atlanta, and Los Angeles have existing building energy efficiency legislation. See www.buildingrating.org for additional information.

Want to learn more?
seattle.gov/buildingtuneups

TUNE-UP REQUIREMENTS

Why is reporting required every 5 years?

While Tune-Ups generate energy savings, those savings can taper off over time as building systems are adjusted or additional maintenance is required. Typically, payback is expected within 3 years, and by requiring Tune-Ups every 5 years, owners should be able to reap financial rewards.

Why are water measures included in Tune-Ups?

Tune-Ups are a holistic approach to building energy savings, and water savings provide energy savings. Having a professional Tune-Up Specialist assess your building allows you to find new opportunities to waste less and save more.

What are Corrective Actions?

Appropriate Corrective Actions are operational and/or maintenance actions intended to improve energy or water efficiency or to correct an operational deficiency. An appropriate maintenance action is one that is commonly considered to be standard practice. An appropriate operational adjustment can be made to existing equipment without purchasing new equipment.

Can I sample a portion of my building equipment during the building assessment/walk-through?

Yes, a Tune-Up Specialist may review a sample of multiple pieces of repetitive, identical equipment (such as fan coils, plumbing fixtures, or lighting sensors on the same schedules). The sample must include at least 12% of each identical piece of equipment, but at least 10 of each in buildings 50,000-99,999 SF; and at least 20 of each in buildings 100,000 SF or larger. We will ask the Tune-Up Specialist to describe the sampling approach in the Tune-Up summary report.



TUNE-UP APPLICABILITY

What is a commercial condo? And does it have to comply?

A commercial condo is a building or portion of a building comprised of individually owned commercial units, and managed by an owner's association. Yes, compliance is required if the commercial part of the building is greater than 50,000 SF (excluding parking space). In the case of a commercial condo, the owner's association is responsible for compliance.

What buildings are not required to tune-up?

- Single-family residential buildings.
- Multifamily residential buildings that contain less than 50,000 SF of nonresidential space.
- Mixed-use buildings with less than 50,000 SF of nonresidential space.
- Buildings used primarily for manufacturing or industrial uses, with a Certificate of Occupancy (CO) or construction permit showing at least 50% of the gross square footage is classified under the Seattle Building Code as Factory Industrial Group F.

Do the spaces that my tenants use have to do a Tune-Up?

Yes — and you as the building owner are responsible for their compliance. The only exception for compliance is tenant spaces, 5,000 SF or smaller, occupied by a tenant that owns, operates, and maintains the mechanical equipment (e.g. heating, ventilation, air conditioning).

How are parking spaces treated in this requirement?

A Tune-Up must include a review of the HVAC and lighting systems in the parking area and other unconditioned spaces. The square footage of the parking area should, however, be excluded from the overall building square footage when determining if your building is required to comply (and by when).

I'm tearing down my building — do I have to comply?

Owners of buildings scheduled to be demolished within three years of their Tune-Up compliance date can apply for a waiver for a Tune-Up cycle. A demolition or deconstruction permit must be active, or issued no more than two years prior to the Tune-Up compliance date.

I just bought this building — do I have to comply?

If you purchased the building on or during the one year period prior to the compliance deadline, you may apply for a one-year deadline extension. You will not be held to the requirement of submitting extension requests six months in advance if you did not own the building at that time.

TUNE-UP COSTS

How much will a Tune-Up assessment cost?

It depends on your building size and the complexity of your building's systems. The Tune-Ups Specialist you select should provide you with a general estimate of the cost, based on the size of your building and your mechanical systems.

What should I use for a budget estimate?

The walk-through and the Corrective Tune-Up Actions are separate processes that will vary based on the size and complexity of your building, and its mechanical systems. Required Tune-Up Corrective Actions will be based on assessment findings.

Is there a dollar limit on what you need to spend on a Tune-Up?

No, there's not.

How much energy will I save by doing a Tune-Up?

It varies by building and the complexity of mechanical systems, but on average, Tune-Ups save 10-15% in energy and typically payback within 2-3 years per research conducted by PNNL's Building Retuning program.

Are there incentive programs available to assist with the cost of conducting a Tune-Up?

Incentives are being offered to participants of the Tune-Up Accelerator Program (buildings less than 100,000 sf) on a first come, first serve basis. Accelerator program funding sunsets in 2018 and participation is capped at 120 buildings. Email accelerator@seattle.gov to learn more.

Please check with your utility company about the following incentive programs that facilitate compliance with Building Tune-Ups via one of our Alternative Compliance pathways. There is potential to achieve even deeper energy savings with these programs.

Seattle City Light (SCL):

1. Comprehensive Building Tune-Up (CBTU)
2. Whole Building Energy Analysis Assistance (EAA)

Puget Sound Energy (PSE):

1. Comprehensive Building Tune-Up (CBTU)

Are cost calculations required as part of the Tune-Up?

No. Some building owners may choose to add that information to their scope of work with a Tune-Up Specialist, but that information will not be reported to the City or used as a basis for determining Corrective Actions.

Is there a fee to submit my Tune-Ups reporting form?

No. There is no cost to file the Tune-Up report

Do I have to pay for Tune-Up work in tenant spaces? Can I pass the fees on to my tenant(s)?

The City cannot get involved in contract issues. How costs are recovered is a decision between landlord and tenant based on lease terms, or other arrangements you may have with your tenants.

ENFORCEMENT

What happens if I don't comply?

Our primary goal is compliance. While the City of Seattle has the legal authority to assess fines for non-compliance, we have designed the Building Tune-Ups policy with a variety of compliance pathways and staggered deadlines. Should a building owner fail to comply with the regulation by the reporting due date, the City will issue a warning notice outlining potential fines for continued non-compliance. There is a penalty system in place with fines ranging from \$2,000-\$25,000.

ALTERNATIVE COMPLIANCE

What about buildings that are already great energy performers?

We recognize that many building owners are making great strides toward improving energy efficiency. To allow flexibility for owners, alternative compliance pathways are available, including for energy performance certifications (LEED O+M, ENERGY STAR, Living Building) or for completed work similar to a Tune-Up, such as a retro-commissioning project. See OSE Director's Rule 2016-01 for additional information.

Does ENERGY STAR certification count?

Yes, if your certified ENERGY STAR score (through U.S. EPA) applies to the whole building, and if your building has a qualifying score of 90 or above in buildings equal to or larger than 100,000 SF, or a qualifying score of 85 or above in buildings less than 100,000 SF. Qualifying certified ENERGY STAR scores must be attained in one of the two years prior to the building's compliance deadline.

For ENERGY STAR ratings — why is the rating not 75?

The ENERGY STAR score is a screening tool that helps assess how a building is performing. We have determined the high-performance threshold based on Seattle's Energy Benchmarking data. The required threshold reflects the top 20-25% of Seattle's buildings.

My building was certified LEED for new construction (LEED NC), does that count?

No, LEED NC Certification doesn't qualify. If your building meets LEED Gold or Platinum certification under LEED-Operation and Maintenance (O+M) with at least 17 Energy and Atmosphere credits for LEED v4 or current version, or LEED Gold or Platinum certification under LEED-Operation and Maintenance (O+M) with 15 Energy and Atmosphere credits under v2009 then you can pursue alternative compliance for demonstrating achievement of high performance.

TUNE-UP SPECIALIST

What do Tune-Up Specialists do?

A Tune-Up Specialist is a person qualified to conduct a Tune-Up assessment, identify required Corrective Actions, verify that actions were completed, and in some cases, perform Tune-Up actions. It is the responsibility of the building owner to verify the qualifications of a Tune-Up Specialist. A building owner will be considered non-compliant if somebody who is NOT qualified conducts your Tune-Up. See the "How to Comply" webpage for details on required Tune-Up Specialist qualifications.

Does one Tune-Up Specialist certification carry more weight than another?

No — all certifications are equal under the mandate. However, you may want to request references to learn how your Tune-Up Specialist has performed for other clients.

How do I find a Tune-Up Specialist?

- Does your building have a regular maintenance contract? Check with them; someone in that organization might be qualified to conduct a Tune-Up.
- The Northwest Energy Efficiency Council—www.neec.org—maintains a list of firms with staff that meet the requirements of a Tune-Up Specialist. Inclusion on the list is voluntary and does not represent an endorsement by the City of Seattle.
- Try searching for "MEP"—mechanical, electrical, plumbing—engineers.

Can my own staff conduct a Tune-Up?

Yes, but only if they meet the Tune-Up Specialist qualifications. A Tune-Up Specialist is a person qualified to conduct a Tune-Up assessment, identify and perform Tune-Up actions, verify that Tune-Up actions were completed, and submit the Building Tune-Up report.

It is the responsibility of the building owner to confirm that the Tune-Up Specialist meets all qualifications. Tune-Up Specialists must have:

1. At least seven years of experience, including educational and/or professional experience, with commercial building operations and/or building energy management.

AND

2. One of the following certifications:

CERTIFICATION	CERTIFIED/LICENSED BY
Professional Engineer (PE) in <i>mechanical or architectural engineering</i>	Washington State Department of Licensing per WAC 196-27A-020(2)(d)
Building Operator Certification (BOC) <i>Level II</i>	Northwest Energy Efficiency Council (NEEC)
Certified Energy Manager	Association of Energy Engineers (AEE)
Certified Commissioning Professional (CCP)	Building Commissioning Certification Board (BCCB)
Commissioning Authority (CxA)	AABC Commissioning Group (ACG)
Existing Building Commissioning Professional (EBCP)	Association of Energy Engineers (AEE)
Sustainable Building Science Technology <i>Bachelor of Applied Science (BAS)</i>	South Seattle College (SSC)

Tune-Up Specialists must provide evidence of their credentials when submitting the Tune-Up report to the City of Seattle.

Are Tune-Up Specialists who do the walk through the same people who implement Corrective Actions?

Maybe, but not necessarily - it depends on the work that needs to be done. Once the Tune-Up Specialist completes the building assessment, they will present their findings to you, and will note the Corrective Actions. Your building may need operational fixes, or you may need to go to vendor-specific experts (like HVAC) for assistance. Although you may use other staff or vendors to implement, the Tune-Up Specialist is required to verify the Corrective Actions and sign off on the Tune-Up report.

Do I have to report everything my Tune-Up Specialist finds to the City?

No, we're not expecting the full level of detail that your Tune-Up Specialist provides to you, the owner. To be deemed compliant, a Tune-Up Specialist must complete and submit the Seattle Building Tune-Ups summary report online, which includes information on all assessment elements as well as required and voluntary Corrective Actions. The online Building Tune-Ups IT system will be available via the Seattle Services Portal website in Summer 2018. An Excel workbook is currently available for those planning for or beginning Tune-Up work.

Can a qualified Tune-Up Specialist also provide me with my ENERGY STAR score?

Potentially, yes, your Tune-Up Specialist may have the qualifications. As part of the ENERGY STAR certification process, a building owner or manager must have a licensed professional verify that the information in their application is accurate and complete before it's submitted to the U.S. EPA. For more information visit: www.energystar.gov/buildings/serviceproviders/verify.

Do I need to implement the Tune-Up Specialist's recommended repairs that are considered part of standard or regular maintenance for Voluntary Corrective Actions?

Tune-Up Specialists should recommend that building owners address standard or regular maintenance actions that need correction, regardless of whether the Tune-Up mandate requires a Corrective Action. This is typical of a thorough building assessment and is a best practice. Implementation is voluntary on the part of the building owner and does not need to be verified by the Tune-Up Specialist. Please be aware that for Required Corrective Actions, implementation by either the Tune-Up Specialist or the building owner's staff is required and must be verified by the Tune-Up Specialist.

