

What is retro-commissioning?

Commissioning a new building helps ensure that its major systems – HVAC, compressed air, and Energy Management Systems (EMS) – operate correctly when they are first installed. Over time, controls that aren't functioning, faulty equipment, and deferred maintenance can cause systems to work inefficiently. Unfortunately, many buildings do not go through the commissioning process and building owners simply assume that the systems are working to optimal performance once they are installed. Retro-commissioning is a systematic process for investigating, analyzing and optimizing the performance of systems that have never been commissioned.



Why should I consider retro-commissioning my buildings?

Improving a building's system operations through retro-commissioning can result in:

- Lower energy costs;
- Reduced maintenance and repair costs;
- Extended equipment life;
- Improved occupant comfort and productivity.

How can Avista's Retro-Commissioning Program help?

Avista's Retro-Commissioning Program provides incentives for qualified retro-commissioning studies performed by qualified agents and implementation of no cost/low cost measures with a simple payback period of less than one (1) year. Measures may include the optimization of economizer operations, equipment schedules, control strategies including lighting controls, fan and pump system optimization and the elimination of simultaneous heating and cooling.

What criteria are used to determine whether or not a building is eligible?

To qualify under the program a building must:

- Have Avista electric service or electric and natural gas service for your main heating source (natural gas only buildings do not qualify);
- Have 50,000 square feet or more of conditioned space;
- Have an Energy Management System (EMS) controlling the building;
- Be older than 5 years;
- Have an Energy Use Index (EUI) greater than 100% of normal according to Avista's EUI calculator;
- Have a minimum average occupancy rate of not less than 50% over the previous two (2) years;
- Have not received retro-commissioning services previously through an Avista program.

every little bit



Retro-Commissioning Program Overview for Customers

IDAHO/WASHINGTON

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For additional information
please contact your Avista
Account Executive at
1-800-727-9170





What do I need to do to participate?

What incentives are available under the program?

- Qualifying customers are eligible for a maximum incentive payment of \$0.10 per conditioned square foot of floor space in the building for a qualified study. If you elect to have the incentive payment paid directly to a qualified agent, then you must request an incentive payment release form from Avista. As an example, for an accepted building with 50,000 square foot of conditioned space, Avista would allow \$5,000 toward a qualified study.
- Avista will also pay toward the implementation of identified energy saving measures with a simple payback of less than one year. Incentives will be paid directly to qualified agents to cover the cost of work completed.
- Eligible hard-wired improvements with a payback period greater than one (1) year may qualify for incentive payments under Avista's other existing energy efficiency programs. Contact your Avista Account Executive to learn more about other incentives that may be available.

What types of studies qualify for the incentive?

Qualified studies must include a systematic review of the current conditions and operations of the major power consuming components in the building including HVAC, lighting, envelope, and controls. At a minimum, qualified studies should include:

- Baseline equipment information
- A list of results from the qualified agent's initial investigation of the building including trend logs, air-balance and static pressure readings, set-points and pictures, as appropriate;
- A list of applicable measures together with energy savings calculations; and
- A list of additional potential measures and recommendations, detailed descriptions, estimated savings calculations and implementation cost

Acceptable methods of documentation include:

- NEEB-"Building Systems Commissioning Standards"
- ASHRAE (1999)-"Building Commissioning"
- NIBS-"Guidelines for Total Building Commissioning"
- BCA-Guide to Commissioning Projects and Associated Documents

Studies must be submitted to Avista by 12/31/11 to qualify for the program.

step one

APPLICATION

Submit a Retro-Commissioning Program Application to Avista. Avista will screen the application, complete the EUI calculation, and let you know if your building qualifies under the program. Please Note: Application and approval for the program does not guarantee eligibility for study funding. Avista will determine which studies qualify for incentive payments based on program guidelines and metrics.

step two

QUALIFIED AGENT

If your building qualifies under the program and your application is approved, it will be your responsibility to contract with a qualified agent to perform a study of your building. Qualified agents must have at least one (1) of the following certifications:

- Certified Commissioning Professional (Building Commissioning Association);
- Certified Commissioning Provider (Associated Air Balancing Council Commissioning Group);
- Accredited Commissioning Process Provider (University of Wisconsin at Madison);
- Systems Commissioning Administrator (National Environmental Balancing Bureau);
- Certified Building Commissioning Professional (Association of Energy Engineer); or
- Professional Engineers with experience in at least 2 other commissioning projects.

If a qualified study identifies measures approved by Avista, it is your responsibility to contract with the qualified agent to implement the measures. You should ensure that you understand and agree with the parameters of such a contract before moving ahead with the associated work. Program application approval does not guarantee study funding.

step three

BUILDING STUDY

The qualified agent will complete a detailed study of the potential measures in your building and provide a report of these measures, identifying any associated costs and potential energy savings to you and to Avista for evaluation. If Avista determines that the study qualifies under the program, we will send you written confirmation and a Customer Retro-Commissioning Program Agreement. Once we receive the signed customer agreement and the invoice for the study, Avista will send an incentive payment equal to ten cents (\$0.10) per square foot of conditioned floor space in the building to you, together with an executed copy of the customer agreement. Avista will also review the qualified study to identify any measures eligible for additional incentive payments

step four

IMPLEMENTATION

At this point, you will work with your qualified agent and contractors to implement any measures we have approved and you have agreed to. Measures must be completed within six (6) months of completion of a qualified study. Payments for the implementation of eligible measures will be made directly to your qualified agent.

step five

VERIFICATION

Avista and your qualified agent will inspect the building to verify installation and proper operation of the measures. Qualified agents will provide a final report to the customer and Avista, and an operations and maintenance (O&M) guide to building staff.