

## Re-tuning Candidate Checklist

Agency Name:

Building ID, Site Location:

Checklist Completed by: \_\_\_\_\_

Screening Attributes	re-tuning Candidate Checklist			
Building Type	<ul style="list-style-type: none"> <li>● Health Care</li> <li>● Office</li> <li>● Education</li> <li>● Research/Lab</li> <li>● Museum</li> </ul>	Other building types	Warehouse and Storage	
EUI (kBtu/ft <sup>2</sup> /yr) or ENERGY STAR score*	ENERGY STAR score lower than <b>75</b>	ENERGY STAR score <b>75 to 90</b>	ENERGY STAR score higher than <b>90</b>	
Conditioned Floor Area	Larger than 50,000 ft <sup>2</sup>	25,000–50,000 ft <sup>2</sup>	Smaller than 25,000 ft <sup>2</sup>	
Primary HVAC Equipment	<ul style="list-style-type: none"> <li>● Variable air volume systems</li> <li>● DOAS</li> <li>● Heat recovery systems</li> <li>● Central heating and/or cooling plant</li> </ul>	<ul style="list-style-type: none"> <li>● Packaged heat pumps</li> <li>● Packaged gas/AC units</li> <li>● Split heat pumps/AC</li> <li>● VRF</li> <li>● Makeup air systems</li> <li>● Exhaust fans</li> </ul>	<ul style="list-style-type: none"> <li>● Unit heaters</li> <li>● Residential furnace</li> <li>● Residential AC</li> <li>● Mini-splits</li> <li>● Window AC</li> </ul>	
Primary Control Systems Age and Type	BAS installed after year 2000	BAS installed before year 2000	Pneumatic controls	
Data Availability	Optimum data available: <ul style="list-style-type: none"> <li>● Mechanical drawings</li> <li>● Current sequence of operations</li> <li>● Interval-metered data</li> <li>● BAS trend data</li> <li>● Monthly utility bills</li> </ul>	Minimum data required: <ul style="list-style-type: none"> <li>● Mechanical drawings</li> <li>● Data trending capability</li> </ul>	Does not have minimum data required	
Controls and Controlled Components Operational Status	<ul style="list-style-type: none"> <li>● Calibrated sensors (temp, pressure, airflow)</li> <li>● VFDs, modulating valves, dampers, and actuators</li> <li>● Newer equipment</li> </ul>	<ul style="list-style-type: none"> <li>● BAS with minor calibration issues</li> <li>● BAS with minor component issues</li> </ul>	<ul style="list-style-type: none"> <li>● Unreliable sensors</li> <li>● Broken actuators</li> <li>● Leaky valves</li> <li>● Aging/unmaintained equipment</li> </ul>	
Total Count	#	#	#	

**re-tuning suitability Scale:**

- Excellent candidate: All attributes check green.
- Very good candidate Majority of attributes check green with no red.
- Good candidate: Majority of attributes check yellow, no red.
- Potential candidate needs further evaluation: 1 or 2 attributes check red.
- Poor candidate: More than 2 attributes check red.

\* If ENERGY STAR score is not available, buildings with EUIs close to or higher than a benchmark EUI should be considered "green." See the CBECS data referenced under Attribute 2 to determine the benchmark EUI.