



Energy Management Plan Reporting Tool

Overview:

This form contains a list of the Energy Management Plan's reporting requirements and must be submitted to comply with the Clean Buildings Performance Standard (CBPS). By completing this form, the *building owner* and *qualified person* attest that the energy management plan complies with the CBPS. ***This document is for reporting purposes only and does not take the place of a complete Energy Management Plan as required by the CBPS.***

Please reference the [Clean Buildings Performance Standard](#) integrated document for all requirements pertaining to the standard. For more information, visit the official Clean Buildings website at www.commerce.wa.gov/buildings or email questions to buildings@commerce.wa.gov.

Instructions:

Complete this form and submit it through the Clean Buildings Portal as an attachment with the compliance application, in addition to uploading the complete energy management plan. You can access the portal by visiting www.commerce.wa.gov/buildings.

- o Section 1 - Building Summary: Please provide a brief summary of your *building, building complex* or *campus* as outlined in the header of this section. This is a narrative response that provides a general overview of the building(s) and its systems.
- o Section 2 - Energy Analysis: If an energy audit of your *building* or *building complex* was performed, please list all recommended *energy efficiency measures* (EEMs) that were identified by the *qualified energy auditor* for your project. For each recommended EEM fill out the following:
 - Select an EEM category from the drop-down list
 - Provide a brief description of the EEM
 - Provide the *useful life* of the recommended measure
 - Provide the simple payback (years)
- o Section 3 – Compliance Checklist: Confirm via check box that your Energy Management Plan meets the individual requirements as outlined in Section 5 of the standard.
 - If your building can not complete building energy monitoring in compliance with Section 5.2, indicate this by selecting the checkbox under the column marked “N/A” for the questions related to Sections 5.1.2.1-5.1.2.4 and Section 5.2 in the checklist.
 - If your building is seeking compliance through the EUI pathway and did not receive an energy audit, check the box in the “N/A” column for the question related to Section 5.1.2.6 in the checklist.
 - If your building is seeking compliance through the EUI pathway and did not implement any EEMs check the box in the “N/A” column for the question related to Section 5.1.2.7 in the checklist.

Building Summary:	
Please provide a narrative summary of the building that includes the following: • A summary of the site’s gross floor area (GFA) that includes the GFA of each building activity type and parking areas • A description of the building’s energy metering setup, including fuel types • Brief description of the building systems including at minimum: the building envelope, domestic hot water, HVAC, commercial refrigeration, lighting, controls, and any electric power distribution and on-site power generation	
Commerce Building ID:	

Section 2

Energy Analysis (If applicable)

Complete this section if an energy audit and analysis was performed and energy efficiency measures were recommended and/or implemented on your building. If an energy audit was not completed and no energy efficiency measures were installed, please indicate here: N/A ☐

In the table below, please list:

- All recommended energy efficiency measures (EEMs) as identified in the energy analysis of your building(s) (5.1.2.6)
- Indicate which of the recommended EEMs were implemented on this project (5.1.2.7)
- If the number of EEMs exceeds the lines in the table below, please attach an additional list with this document

EEM Category	EEM Description	Useful Life of EEM	Simple Payback	Measure Implemented?
-Select-				-Select-
-Select-				-Select-
-Select-				-Select-
-Select-				-Select-
-Select-				-Select-
-Select-				-Select-
-Select-				-Select-
-Select-				-Select-
-Select-				-Select-
-Select-				-Select-
-Select-				-Select-
-Select-				-Select-
-Select-				-Select-
-Select-				-Select-
-Select-				-Select-

Section 3

Please confirm via the checkbox that the following items have been completed within the energy management plan for the building as required in Section 5 of the Clean Buildings Performance Standard. Some sections may not apply to the building. If this is the case, please indicate via the checkbox in the column marked N/A:

5.1 Establish the Energy Management Plan		N/A				
5.1 An Energy Management Plan has been established and maintained in accordance with the standard.	☐					
5.1.1 The <i>building owner</i> has designated an <i>energy manager (EM)</i> to develop and <i>maintain</i> an <i>energy management plan</i> for the <i>building</i> . Energy Manager's name: Energy Manager's association with the building: -Select-	☐					
5.1.2.1 If applicable , energy accounting has been submitted in accordance with Section 5.2	☐	☐				
5.1.2.2 WNEUI and EUI from initial compliance date for building: <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">WNEUI from initial compliance year:</td> <td style="width: 70%;"></td> </tr> <tr> <td>EUI from initial compliance year:</td> <td></td> </tr> </table>	WNEUI from initial compliance year:		EUI from initial compliance year:		☐	☐
WNEUI from initial compliance year:						
EUI from initial compliance year:						
5.1.2.3 Documented annual updates of net energy use, WNEUI and EUI.	☐	☐				
5.1.2.4 Documentation of annual comparison of the net WNEUI and EUI to the energy target.	☐	☐				
5.1.2.5 Documentation of original, current and changes in the number of occupants, weekly operating hours, or time of day schedule for occupancy, production rates and energy using equipment that would have caused a change in the measured WNEUI and EUI.	☐					
5.1.2.6: If applicable , recommended <i>energy efficiency measures</i> (EEMs) were identified in the energy audit report(s) for this <i>building</i> .	☐	☐				
5.1.2.7: If applicable , EEMs were implemented to ensure compliance with the standard.	☐	☐				
5.1.2.8: Method developed to inform occupants about the benefits of efficient energy use and to instruct them in the use and adjustment of operable windows, HVAC system controls, and lighting system components and controls. This shall include materials (electronic or printed) as appropriate.	☐					
5.1.2.9: Training plan developed for the O&M personnel to operate the building systems to achieve established indoor environmental targets with optimum energy efficiency.	☐					

5.1 Establish the Energy Management Plan		N/A
5.1.2.10: Capital management plan identifies equipment for replacement with energy efficient and ENERGY STAR rated equipment in case of failure.	☐	
5.1.2.11: A contact list of suppliers and manufacturer's local representatives of energy efficient equipment, <i>qualified energy auditor</i> , the <i>energy manager</i> , and the <i>building owner</i> .	☐	
5.1.2.12: Current lighting schedule and the calculated lighting power density, along with the potential savings from any potential EEMs. A lighting schedule is not required for buildings that meet their EUI or have implemented a lighting upgrade through a utility program within the previous five years.	☐	
5.1.2.13: Current lighting satisfaction survey and lighting checklist as described in Appendix D of <i>Performance Measurement Protocols for Commercial Buildings</i> or as approved by the AHJ. A lighting satisfaction survey is not required for buildings that meet their EUI or have implemented a lighting upgrade through a utility program within the previous five years.	☐	
5.1.2.14: Operations and maintenance (O&M) program developed in accordance with Section 6 and implemented as specified in Normative Annex L.	☐	
5.1.3: The <i>Energy Manager</i> has provided access to the energy management plan for <i>building</i> occupants and other stakeholders on an annual basis.	☐	
5.1.4: The <i>building owner</i> has reviewed and signed the energy management plan annually.	☐	
5.2 Building Energy Monitoring		
5.2: The <i>building's net energy use</i> is monitored and recorded in accordance with Section 5.2.	☐	☐
5.3 Energy Manager		
5.3: As applicable, the <i>energy manager</i> has fulfilled their roles as outlined in Section 5.3.	☐	