HVAC Tune-Up Technical Sheet

Building Tune-Up Program

Baltimore Gas and Electric Company (BGE) offers incentives through its Smart Energy Savers Program® to help commercial, industrial, government, institutional and nonprofit electric service customers improve the operating efficiency of the unitary HVAC equipment and systems and reduce energy costs.

APPLICATION AND INSTRUCTIONS

Eligible Participants

To take advantage of these incentives, you must meet the following eligibility requirements:

1. Be a non-residential, commercial, industrial, government, institutional or nonprofit electric service customer within the BGE service territory.
2. Have an existing facility, as new construction is not eligible for this program.
3. Not be a temporary account or a vacant facility.

The service must be performed by a BGE trained and approved Service Provider. Please visit our **website** for a list of Service Providers.

Approval Requirements

All projects with incentives greater than $2,800 MUST receive pre-approval before tune-up is performed. Typically, the Service Provider will submit the pre-approval application for the customer. Please review the program process and eligibility requirements on the **program website** as well as the **Terms and Conditions**. Please contact the program office with any questions.

Participation Instruction

Step 1 – The application is completed and submitted via the online **Application Center**. **Pre-approval is required for incentives $2,800 or greater before proceeding.** The following supporting information must be included with the application:

• Completed and signed **Terms and Conditions**
• Estimate listing unit quantities and type.

Step 2 – The program reviews submitted documentation, and revises and/or requests additional documentation as necessary. A site inspection may be required as part of the pre-approval process.

Step 3 – The program emails the project pre-approval to the customer and Service Provider for projects with incentive greater than $2,800.

Step 4 – The customer or Service Provider conducts the HVAC tune-up. **The tune-up process will include cleaning the evaporator and condenser coils at a minimum, using industry-approved cleaning methods and cleaners. The technician should also note any other issues observed that could affect the unit's performance.**

The Service Provider then submits the documentation listed below to the program office within 60 days of service being performed. A post-installation inspection may be required to verify accuracy of application information.

• Completed HVAC Tune-up Worksheet
• Photo of the unit nameplate with the model number
• Photo of the evaporator and condenser coils before and after cleaning
• Documentation of any other issues that were observed.
• Invoices for labor and materials or services
• Customer-signed pre-approval letter if applicable

Step 5 – The program emails final approval notification to the customer and Service Provider.

Step 6 – The program distributes the incentive check to the payee following final approval processing.

Questions
If you have questions about the program, call **410.290.1202**, email **business@BGESmartEnergy.com** or visit **BGESmartEnergy.com**.

HVAC TUNE-UP MEASURE REQUIREMENTS AND INCENTIVES

MEASURE	REQUIREMENTS	PER HVAC UNIT INCENTIVES
HVAC Tune-up	• Units eligible for tune-up incentive once every three years[1] • Units must be direct expansion AC or heat pump (chilled/hot water coils are ineligible for incentives) • Units must be three tons or larger[2]	$140 per unit

[1]Three year eligibility determined from the committed date of the original project
[2]Smaller units (less than three tons) are not eligible

Please submit for review to **business@BGESmartEnergy.com**.
For more information about the program, go to **BGESmartEnergy.com** or call **410.290.1202**.

EmPOWER Maryland programs are funded by a charge on your energy bill. EmPOWER programs can help you reduce your energy consumption and save you money. To learn more about EmPOWER and how you can participate, go to **BGESmartEnergy.com**.