

# Enhanced Unitary HVAC Maintenance 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.
4. **Units MUST be tested at a minimum ambient temperature of 70°F.**

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 MUST receive pre-approval before servicing equipment or beginning work.** 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 before proceeding.** The following supporting information must be included with the application:

- Completed and signed [Terms and Conditions](#)
- Estimate listing unit quantities and type (single or multiple compressor)

**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.

**Step 4** – The customer or Service Provider conducts the HVAC tune-up(s) and submits the documentation listed below to the program office within six months of pre-approval. Any changes in scope resulting in an incentive of 10% more than pre-approval must be submitted as a new project and obtain pre-approval. A post-installation inspection may be required to verify compliance with program rules, accuracy of program documentation and equipment operation.

- Completed HVAC Tune-up Worksheet with information regarding each unit
- Completed Incentive Calculation for applicable services performed
- All standard maintenance checklists and documentation of any services performed for each unit corresponding to incentives requested
- Invoices for labor and materials or services
- Customer-signed pre-approval letter

**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](mailto:business@BGESmartEnergy.com) or visit [BGESmartEnergy.com](http://BGESmartEnergy.com).

### HVAC TUNE-UP MEASURE REQUIREMENTS AND INCENTIVES

MEASURE	REQUIREMENTS	PER HVAC UNIT INCENTIVES
Enhanced Tune-up	<ul style="list-style-type: none"> <li>• Units eligible for enhanced tune-up once every three years<sup>1</sup></li> <li>• Units must be direct expansion or heat pump (chilled/hot waters are ineligible for incentives)</li> <li>• Units must be three tons or larger<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• \$175 for single compressor units</li> <li>• \$250 for multiple compressor units</li> <li>• \$35 if post test results indicate less than 10% increase in system effective efficiency</li> </ul>

<sup>1</sup>Three year eligibility determined from the committed date of the original project

<sup>2</sup>Smaller units (less than three tons) are not eligible

Please submit for review to [business@BGESmartEnergy.com](mailto:business@BGESmartEnergy.com).

For more information about the program, go to [BGESmartEnergy.com](http://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](http://BGESmartEnergy.com).