

# Sample EnergySmart Office R<sub>x</sub> Letter

August 2007

Utility Rep

Utility

XYZ Road

Anywhere in the PNW, XXX

To Whom It May Concern:

I as a registered professional, familiar with ABC building located in Utility territory, certify that this building includes the following program requirements and all items were installed and commissioned as specified.

## Requirements

- ◆ The building must be served by a participating utility; contact your utility to find out about incentives for EnergySmart Office (R<sub>x</sub>) Packages.
- ◆ The building must be one of the following:
  - A new office building,
  - An office addition to an existing building, or
  - A major office renovation, requiring changes in multiple end-uses, or where a permit is required.
- ◆ The building must use one of the following:
  - Roof-top variable-air-volume (VAV) with electric reheat,
  - Packaged heat pump,
  - Single zone equipment with gas furnace, or
  - Roof-top VAV with a hot water loop served by a gas boiler.
- ◆ The building must:
  - be three stories or less,
  - be less than or equal to 100,000 square feet of conditioned area, and
  - have less than or equal to 40 percent window to wall area ratio.

## New Small Office Prescriptive Package

All of the following items must be included in the new building to qualify for the incentives.

Description	Requirement (Documentation)
1) Cooling System minimum efficiency level	CEE Tier 2 (cut sheet)
2) Effective Window U-Value	0.35 Maximum –punched openings 0.40 Maximum –punched openings or Code, where more stringent (NFRC rating)
3) Window SHGC	0.30 Maximum –punched openings 0.35 Maximum –punched openings or Code, where more stringent (cut sheet)
4) Enhanced economizer, including dedicated thermostat stage, differential changeover with both a return and outside air dry-bulb sensors, and low ambient outside air compressor lock-out	Required (commissioning report summary)
5) Integrated Design of HVAC System, including Fan Power reduction	Required (commissioning report summary)
6) Lighting Budget (whole building)	0.78 Watts/SF Maximum, while providing illuminance levels as recommended by IESNA (copy of code lighting budget form required for permit)
7) Lighting Controls	Occupancy Sensors-install where lighting loads are over 150 watts and sensors are not required by code (commissioning report summary)

**I am either a registered architect, licensed engineer, commissioning agent, familiar with this building.**

**Name:**

**date:**

**Company:**

**Registration/license number:**

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