



ENHANCED BUILDING OPERATIONS PROGRAM

OPPORTUNITIES QUESTIONNAIRE

WORKING TOGETHER WITH WITH
ENERGY EFFICIENCY IN MIND.





We are asking for information about your building, its equipment and its operating conditions to identify opportunities to save energy and money. Providing complete information will also help us determine your eligibility for incentive programs that can make investing in energy saving upgrades more affordable. We will follow-up first on buildings that present the greatest opportunity and likelihood to achieve energy savings.

Part 1: Preliminary information

Date _____	Primary contact Name: _____	Operator/secondary contact Name: _____
Building Name: _____	Position: _____	Position: _____
Address: _____ _____	Phone: _____	Phone: _____
	Email: _____	Email: _____

Is this an existing building?	Yes	No
Is it a commercial or institutional building?	Yes	No
Will the building contacts identified above be available to meet with our team?	Yes	No
Are you willing and able to invest in energy saving measures?	Yes	No
Can a champion be identified for energy saving investigations and projects?	Yes	No
Will your building staff be available to implement energy saving projects?	Yes	No
Is the building free from any tenant agreements, sensitivities or barriers that would limit the access required to implement energy saving measures in the building?	Yes	No
Is the building free from any known health/environmental dangers (e.g. asbestos)?	Yes	No



Part 1: Preliminary information (continued)

Are there good working relationships between building staff and your established contractors (maintenance, controls, installation)?	Yes	No
Is the building well maintained and in good working order?	Yes	No
Are you able to fund minor repairs and preventative maintenance up to \$2,500?	Yes	No
Is the building operating without any current retrofit or energy efficient projects in progress?	Yes	No

Is your building currently a good candidate for an energy saving project? If you answered yes to the questions above, continue on to Part 2. If you answered no, address the item(s) before proceeding to Part 2 or starting a project.

Part 2: Building information

Manitoba Hydro account number	Meter tag number (found on face of meter and Manitoba Hydro bill)	Area or equipment served (square feet — for multiple services)	Service details (voltage, number of phases, breaker size, etc.)

Last year's annual electricity usage:
 _____ kWh
 _____ KVA

Last year's annual gas usage:
 _____ m3

Last year's annual water consumption:

Last year's annual sewer consumption:

Can the energy bills be released to a professional building consultant?

Building details and characteristics
 Facility type: _____
 Number of buildings: _____
 Number of floors: _____

Years constructed: _____
 Gross [total] floor area: _____
 Cooled area (sq. ft.): _____
 Heated area (sq. ft.): _____
 Maximum number of occupants: _____
 Average number of occupants: _____
 Has occupancy changed in the last two years?

 If yes, when? How?

Will the building occupancy change in the next two years?

Please check off any building/equipment documentation that can be made available:
 As-built drawings
 Sequences of operation
 Building service reports
 Building maintenance records
 Testing adjustment and balance reports
 Owner project requirements (OPR) list
 Current facility requirements (CFR) list
 Other _____



Operational schedule

Space/zone	Area (square feet)	Duration occupied daily (hours)	Number of occupants	Days occupied per week	Weeks occupied per year

Does the building shut down annually?

If so, for how long?

Building Energy Use Intensity (EUI)
(energy use per square foot)

Annual gas EUI (total m3/building
square feet):

Annual electricity EUI (total kWh/building
square feet):

Building status and condition

Please list any equipment that is
scheduled to be replaced/upgraded/
changed in the next three years (i.e.
boiler, chiller, air handler, make-up air,
hot water tanks, roof, windows, etc.):

Please list any planned retrofit projects or
tenant improvements:

Please list recurrent occupant complaints
and recurring mechanical issues:

Please list any HVAC and
lighting problems.

Please list any previous energy
efficiency measures/projects that
have been completed and when they
were implemented.

Is any internal staff trained on building
HVAC control systems?

Please select and indicate from the
following installed at the building (select
all that apply):

Pneumatic

Electronic

BAS, EMCS, DDC

Other _____

HVAC control vendors:

1) _____

2) _____

3) _____

Please list all systems/components
controlled by the HVAC control system.

Does the HVAC control system
have trending and historical
storage capabilities?

Are the controls maintained internally or
by an external controls contractor?

Does the HVAC control system include
load shedding or peak demand-limiting
capabilities?

Are there any specialized control
sequences in use at the facility?

Are lighting controls integrated into the
HVAC control system or stand-alone?



Building status and condition (continued)

Mechanical equipment information

Describe the heating systems and heat source for the facility (central, decentralized, district, electric, gas, gas fired roof top unit [RTU], hydronic, boiler, heat pump, other).

Describe the cooling systems for the facility (central, decentralized, district, direct expansion [DX], forced air, cooling plant [chiller], variable refrigerant flow [VRF], zoned ductless split applications).

Does the cooling system include a cooling tower or is domestic water used for heat rejection?

Are any pumps or chiller compressors outfitted with variable speed drives or variable frequency drives (VSD or VFD)?

Do control sequences include pressure or temperature resets?

Has simultaneous heating and cooling ever been observed?

Is there heat recovery from the exhaust air?

Is there direct outdoor air or make up air?

Do the air handling systems have variable inlet vanes (VIV) or variable speed drives?

What is the minimum outdoor air fraction?

Is CO2 control in place?

Do any ventilation zones include reheat coils?

Are there any fan boxes or other specialized terminal units in the ventilation system?

**MORE INFORMATION ABOUT ENERGY EFFICIENCY
PROGRAMS FOR BUSINESS CAN BE FOUND AT**

efficiencymb.ca

If you have any questions or are ready to submit
your completed questionnaire, please email us at:

energyteam@efficiencymb.ca

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Printed on recycled paper

Available in accessible formats upon request.

 **EFFICIENCY
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