

## RTEM - Semi-Annual Service Report Guidelines

Please use the following guidelines to formulate a comprehensive RTEM Semi-Annual Service Report during the appropriate project schedule stated in the corresponding RTEM contract addendum.

The purpose of the semi-annual service report is to track progress through actionable insights that address operational stray, ECM identification, and provide CapEx improvements that will help lead to customer implementation.

### **ECMs Defined:**

- Level 1:** Closing of Operational Stray                      - *Minimal cost measures*
- Level 2:** Traditional ECMs                                      - *Additional non-capital, moderate cost measures*
- Level 3:** Capital Expenditure Justification              - *New high cost, mechanical equipment*

### 1. Summary Table of RTEM findings for the Service Period:

This table will be a **summation of cost savings** for implemented measures and O&M adjustments along with any other recommendations. Please be sure to represent “true” realized savings, not anticipated savings. Be sure to include any additional cost savings in the “Total Cost Savings” section i.e. water use reduction, steam savings, on-site generation, etc.

<b>Service Report Summary – Implemented (<i>within 6-month service period</i>)</b>	
Electric Savings (kWh)	kWh Saved
Gas Savings (MMBtu)	MMBtu Saved
Energy Cost Savings - Electric	\$ Saved
Energy Cost Savings - Gas	\$ Saved
Total Cost Savings - O&M/Energy	\$ Saved

### 2. Table of Recommendations:

This table should include all recommended ECMs. Status updates are required, they should indicate whether recommendations have been accepted and implemented, accepted and in planning, identified for further studies, under review, or rejected. Each recommendation should include the anticipated savings or achieved savings for the given 6-month service window. If the recommendation has been implemented, please include the implemented date.

<b>Recommendation Table</b>							
Number	Recommendation	Status	Electric Savings (kWh)	Gas Savings (MMBtu)	Cost Savings for service period (\$)	Annual Cost Savings (\$)	Implementation date
1	Install VFD on AHU1	Accepted and Implemented	kWh	MMBtu			xx/xx/xxxx
2	Install meter to monitor water consumption	Accepted and in planning	kWh	MMBtu			xx/xx/xxxx
3	Replace RTU 1, 2 and 4	Identified for further studies	kWh	MMBtu			xx/xx/xxxx
4	Lighting occupancy sensors; floors 2 and 4	Under Review	kWh	MMBtu			xx/xx/xxxx
5	Chiller cycle adjustments	Rejected	kWh	MMBtu			xx/xx/xxxx

### 3. Descriptive Narrative:

Support each recommendation with a descriptive narrative that presents your findings

- Identify each supporting narrative with the recommendation number used in the Recommendation Table.
- Include all analytics, calculations, charts and graphs that support each recommendation.
- Please include and differentiate between new energy measures (equipment), new controls and operational adjustments on existing equipment controls (i.e. hours of operation, control sequences, etc.).
- In this section please include any CapEx improvements or long-term project scheduling.

**Data employed in Semi-Annual Service Report (submitted in separate Excel CSV Files)**