[Client Name]

Building Name

Current Facility Requirements (CFR)

**Building Address:**

[Address]

[Address]

**Per the requirements of:**

[Company Name]

Building Owner or Property Manager

[Address]

[Address]

**Prepared by:**

[Company Name]

Retro-commissioning provider (CxP)

[Address]

[Address]

**Revision:**

 Version 1: MM/DD/YYYY

[Version 2: MM/DD/YYYY]

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# Introduction

Current Facility Requirements (CFR) are defined per ASHRAE Guideline 0.2 as a written document in which the functional requirements of a facility and expectations of use and operation are clarified.

The CFR is a living document and may be updated throughout the retro-Commissioning process (retro-Cx) process and beyond.

## Codes, Standards, and Guidelines Referenced

* 2015 International Property Maintenance Code as modified by DCMR 12-G Property Maintenance Code Supplement of 2017
* ASHRAE Guideline 0.2-2015 (for existing building commissioning)
* 2017 District of Columbia Energy Conservation Code (DC Energy Code)
* ASHRAE Standard 90.1 – 2016

*Explanatory notes are included for reference. These notes are italicized throughout and can be deleted in the final Plan. The Plan is to be customized as appropriate for conditions specific to the property. Reference the Retro-Commissioning Scope of Work for additional information, including roles and responsibilities for involved parties.*

# Building Overview

*This section should be used to provide a brief overview of the building and the facility occupants.*

*Example:* Class B multi-tenant office building supporting a variety of whole- and partial-floor tenants. The building includes ground-floor retail and the following amenity spaces: fitness center, conference center, property management office. Below grade is the parking facility for ## cars.

# HVAC Control Overview

*This section should be used to define sequences of operations for equipment and systems in the building. Activities listed are examples of systems and best practices common to many buildings. Customize the activities listed here as applicable for the property.*

## Chilled Water System Controls

Chilled water plant settings:

* *insert requirements*

## Tenant adjustable Settings

Thermostat settings in individual offices or spaces that are generally used by a single occupant with HVAC equipment dedicated to the individual space shall have setpoints adjustable by the user +/- 2 degrees F. *Update as applicable.*

## VAV System Controls

VAV system settings:

* *insert requirements*

## General BMS requirements

#### Protocol

Equipment tied into the BMS communicates via BACnet protocol or else be ordered with conversion gateways. *Update as applicable.*

#### Trending

BMS system is capable of trending and storing data for the following equipment and systems:

* *insert requirements*

#### Alarms

The alarms that are monitored on the BMS include:

* *insert requirements*

#### Remote Access

Remote access is provided to the BMS via a VPN and static IP to allow multiple users to access the BMS at once. *Update as applicable.*

The following users have been given remote access:

* *insert requirements, such as the following:*
* Owner Maintenance personnel
* Commissioning Agent (during retro-Cx process)

## Preferred Vendors and Manufacturers

Below is a list of the building’s preferred vendors:

* *insert list*

# Facility Requirements

*This section should be used to define requirements for temperature & humidity, lighting levels, air handler operations and ventilation, as well as operating schedules. Activities listed are examples of spaces and systems common to many buildings. Customize the activities listed here as applicable for the property.*

## Interior Conditions

#### Temperature & Humidity

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Space Type** | **Floor** | **Air Handler** | **Space Temp - High** | **Space Temp - Low** | **Space Temp - Setpoint** | **Space RH - Setpoint** |
| Lobby |   |  | 72 | 68 | 70 | 47 |
| Corridors |   |  | 72 | 68 | 70 | 47 |
| Office Amenity Spaces |   |  | 72 | 68 | 70 | 47 |
| Back of House Spaces |   |  | 72 | 68 | 70 | 47 |

#### Light Levels

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Space Type** | **Floor** | **Occ Start Time (AM)** | **Occ Stop Time (PM)** | **Req. Lighting Level** |  | **Lighting and Receptacle Load (watts/sf)** | **Lighting Control Type** |
| Lobby |   |   |   |  |  |   |   |
| Corridors |   |   |   |  |  |   |   |
| Office Amenity Spaces |   |   |   |  |  |   |   |
| Back of House Spaces |   |   |   |  |  |   |   |

#### Air Handler Chart

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Air Handler** | **Location** | **Space(s) Served** | **Total CFM**  | **OA %** | **RA %** | **Filter Type** | **Morning Warm-up** | **DCV** |
|  |   |  |   |   |   |   |   |   |
|  |   |  |   |   |   |   |   |   |
|  |   |  |   |   |   |   |   |   |
|  |   |  |   |   |   |   |   |   |

#### Ventilation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Space Type** | **Floor** | **Air Handler** | **ASHREA 62.1 Min OA Req.** | **Property Maintenance Code Req.** |
| Lobby |   |   |   |   |
| Corridors |   |   |   |   |
| Office Amenity Spaces |   |   |   |   |
| Back of House Spaces |   |   |   |   |

## Core Lease HVAC Schedules

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area / System** | **On-time** | **Off-time** | **Hrs/Wk** | **Notes** |
| Chilled Water Plant |  |  |  |  |
| Corridors |  |  |  |  |
| 1st Floor |  |  |  |  |
| 2nd Floor |  |  |  |  |
| Fitness Center |  |  |  |  |
| Typical Floor | 8am | 6pm | 50 | Overtime available on request |
|  |  |  |  |  |

## Standing Overtime Requests

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area / System** | **On-time** | **Off-time** | **Hrs/Wk** | **Notes** |
| Overtime tenant #1 | 6am | 8am | 2 | Separate entries for discontinuous periods of time. |
| Overtime tenant #1 | 6pm | 8pm | 2 |  |
|  |  |  |  |  |

# Training Requirements

Implement a training program for operators of the following systems:

* *insert requirements, such as the following:*
* Building Management System
* Chilled Water System
* Condenser Water System

# Sustainability and Regulatory Requirements

## Benchmarking Overview

Benchmarking building energy usage has been a requirement for buildings over 50,000 square feet since 2013. Buildings over 25,000 square feet have been required to benchmark since 2022. By April 1, 2025, all privately-owned buildings over 10,000 square feet will be required to benchmark, starting with energy data from the year prior (2024).

This building is over ### square feet and is required to benchmark. *Adjust as appropriate for this building.*

## BEPS Overview

BEPS is a set of regulations that certain buildings must comply with to help the District meet its green building and climate goals. Privately owned buildings over 50,000 square feet and publicly owned buildings over 10,000 square feet are required to meet BEPS in the first cycle. The next cycle of BEPS will cover buildings over 25,000 square feet starting in 2027, and the third cycle of BEPS will cover buildings over 10,000 square feet starting in 2033.

This building is over ### square feet and is required to meet BEPS. *For buildings that are not subject to BEPS at the time of using this CFR, this BEPS Overview section can be deleted.*

[DC Building Energy Performance Standards (BEPS)](https://buildinginnovationhub.org/resource/regulation-basics/dc-building-energy-performance-standards/#:~:text=By%20April%201%2C%202022%2C%20all,with%20calendar%20year%202024%20data).)

#### Building Standard Compliance Pathways

If a building that must comply with BEPS does not meet the standard for its property type, then it will be required to follow one of the Compliance Pathways to meet their associated requirements and deadlines.

The compliance pathways are:

* Performance pathway
* Standard target pathway
* Alternative compliance pathway
* Prescriptive pathway

More information about each pathway can be found here: [BEPS Standards And Compliance Rules Finalized](https://buildinginnovationhub.org/special-update-beps-rules-released/)

# Equipment and Systems Maintenance Requirements

*This section should be used to define maintenance requirements. Activities listed are examples of systems and best practices common to many buildings. Customize the activities listed here as applicable for the property.*

## Maintenance Access

Equipment shall be placed such that access to filters, valves, strainers, control cabinets, motors, and other components that may require routine maintenance or replacement are accessible to the maintenance staff.

All equipment shall follow manufacturer clearance requirements. If no clearance requirements are provided by the manufacturer, clearances should be such that maintenance staff can safely place a ladder and access component for routine maintenance.

*Update as applicable.*

## Routine Maintenance

*Include any maintenance programs that currently exist for this building and add new requirements accordingly.*

#### Chillers

* *insert requirements*
*

#### Cooling Towers

* *insert requirements*

#### Hydronic System Pumps

* *insert requirements*

#### Filters & Strainers

Outside air filters in RTUs, air handlers, etc. shall be replaced at regular quarterly intervals or per the manufacturer’s recommendations. Washable air filters shall be washed at regular quarterly intervals or per the manufacturer's recommendations.

Care should be taken to wash or replace filters more frequently in the event of severe air quality degradation such as wildfires, construction, etc. In case of an air quality degradation event, replace outside air filters immediately following the event.

Strainers on hydronic piping should be cleaned annually or per manufacturers recommendations.

*Update as applicable.*

#### Building Management System

A service contract of XX years shall be acquired from the BMS vendor. *Update as applicable.*

#### Terminal Equipment

* *insert requirements*

#### Lighting

* *insert requirements*