



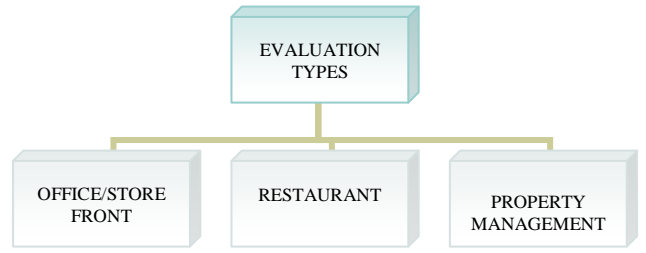
STANDARD WORK FORM

Free Resource & Energy Business Evaluation (FREBE)

	Task	Photo Reference
Evaluation Process		
A	<p>PRIOR TO EVALUATION – Remind & confirm appointment</p> <ul style="list-style-type: none"> Send an email or make a phone call to remind the business of the appointment, and confirm that the contact person will be available to assist. Complete the 1st page of the FREBE Participation Form (Business name, license #, phone #, & address). Perform online research to learn about business operations (type of business, services offered, etc.) If the business had a prior FREBE evaluation, review old reports for previously recommended improvements. Dress professionally; you are representing the City of Chula Vista (shirt and slacks, shirt and skirt). 	
B	<p>ARRIVING AT THE BUSINESS – Learn about the business</p> <p>First, have the contact person sign the Agreement Clause. Then, ask proper questions to learn:</p> <ul style="list-style-type: none"> Business’s energy consumption, utility bills, and online Energy Waves data; HVAC system specifications, maintenance schedule, and temperature settings (heating & cooling); Lighting type and # of light bulbs; Hours of operation; Any issues or general concerns related to energy and water; Maintenance responsibilities (tenant or property owner); If the business wants to receive an energy use analysis for the last 12 months, have business complete the necessary paperwork for the authorization) <p>At the end of the conversation, provide the business with a general background on utility incentives/financing options and a timeframe for delivering the FREBE Solutions Report (no more than 2 weeks).</p>	

EVALUATION TYPE – Based on facility type

- Office Building/Store Front Evaluation
- Restaurant Evaluation
- Business under Property Management Evaluation (i.e. energy/water bills are included in rent)



OFFICE & STORE FRONTS EVALUATION – Steps to complete

Start walkthrough from building exterior continuing into the lobby and office rooms (one by one) making notes to the FREBE Evaluation Sheet:

- Check signage and parking lot/outdoor lights
- Check indoor lighting type, controls, and #;
- Check computer & monitor types;
- Inquire if computers are set to hibernate when not in use or shut down at the end of the day;
- Check printers to see if they are high efficiency;
- Learn about paper usage and printing habits

Continue walkthrough with kitchen/break room area:

- Check lighting type, controls, and #;
- Check refrigerator gaskets for efficiency and air leaks;
- Check vending machine, case lighting, and controller (if applicable);
- Check aerator’s gallon per minute rate

Finish walkthrough with restrooms:

- Check lighting type, controls, and #;
- Check toilet’s gallon per flush rate;
- Check aerator’s gallon per minute rate

At the end, ask if they prefer to receive the report via email or in person:

- Provide them with the appropriate number of power strips and aerators.
- If they chose email, send them the report within 2 weeks.
- If they chose in person, bring back the report within 2 weeks.
- Turn in your signed forms every week at staff meeting.

Free Resource and Energy Business Evaluation

NO COST ENERGY EFFICIENCY MEASURES RECOMMEND (✓)	LOW COST ENERGY EFFICIENCY MEASURES RECOMMEND (✓)	INVESTMENT ENERGY EFFICIENCY MEASURES RECOMMEND (✓)
<ul style="list-style-type: none"> Energy Waves / KwikView online tool (SDGE) Direct Install Program (SDGE) Summer Saver Program (SDGE) Thermostat settings: Cool @ 82°F, Heat @ 68° Water heater setting at 120 degrees Use ceiling fans instead of a/c Set computers to automatically shut down or hibernate De-lamp unneeded lights Remove personal heaters and other appliances Make sure door closers fit properly Increase employee awareness Energy-saving behavior Flank retirement of refrigerator 	<ul style="list-style-type: none"> Refrigeration <ul style="list-style-type: none"> Gaskets Strip curtains Insulation on bare suction lines Occupancy sensors for walk-in lights Auto-closers for main cooler/freezer doors Lighting <ul style="list-style-type: none"> T-12 to T-8/T-5 retrofits High Efficiency T-8 Compact fluorescent lamp (CFL) or LED LED exit signs Replace neon window signs with LED signs Channel Lights (signs) Building <ul style="list-style-type: none"> HVAC maintenance up-to-date Programmable thermostat Reflective window film Plant shade trees Replace old weather-stripping on doors/windows Duct and insulation upgrade Office Equipment <ul style="list-style-type: none"> Replace CRT monitors with LCD screens Use power strips to limit "vampire" loads High-efficiency copier Vending machine controller WATER SMART MEASURES <ul style="list-style-type: none"> Faucet aerator upgrade (1.5 gpm or better) Location and quantity Toilet upgrade (1.6 gpf or better) Location and quantity Urinal upgrade (<1 gpf or better) Location and quantity Pre-rinse spray valves if used Landscaping (ex: mulch, rotating nozzles) 	<ul style="list-style-type: none"> Cooking <ul style="list-style-type: none"> Gas or electric fryer Gas or electric griddles Insulated holding cabinet Gas or electric steamer Gas or electric convection/combination oven Refrigeration <ul style="list-style-type: none"> Install blast chiller Solid or glass door reach-in refrigerators Ice machine Auto-Sweat Heat (ASH) Controls Evaporator fan motor controller Efficient evaporator fan motor Building <ul style="list-style-type: none"> Solar photovoltaic panels Double-paneled windows Reflective or green roof (cool roof) Parking lot lighting upgrade Water Heating <ul style="list-style-type: none"> Solar water heater Instantaneous water heater Storage water heater WATER SMART MEASURES <ul style="list-style-type: none"> Water broom Connectionless food steamer Landscaping (install smart irrigation controller, drip system, artificial turf) Rain water collection system FINANCING AND REBATES <ul style="list-style-type: none"> On-Bill Financing (SDGE) Energy Efficiency Business Rebates (SDGE) EE Incentives and Energy Savings Bid (SDGE) Demand Response Program (SDGE) Save a Buck Program (NWC)



RESTAURANT EVALUATION - Steps to complete

Complete the evaluation process for Office and Store Fronts (see above), plus:

In the kitchen area:

- Check cooking equipment (ovens, fryers, & hoods) and inquire if they are gas or electric;
- Check walk-in refrigerators and freezers;
- Check pre-rinse spray nozzles and dishwasher



BUSINESSES UNDER PROPERTY MGMT EVALUATION

If a property management company oversees the utilities (i.e. energy and water is included in rent) for multiple businesses in a building:

- Contact all businesses in the building to explain the FREBE program requirements;
- Set appointments and conduct evaluations following the guidelines above;
- Create a FREBE Solutions Report, which includes recommendation for all businesses, and present it to the Property Manager



FREBE SOLUTIONS REPORT

After returning to the Conservation Section office:

- Update the appointment status (Complete, Cancelled etc.) in the FREBE Program Database;
- Complete a FREBE Solutions Report for the business based on your onsite evaluation and discussions with the business representative;
- If applicable, send referrals to the Conservation Specialist
- If applicable, schedule a CLEAN Business verification appointment

Return (within 2 weeks) to personally review the FREBE Solutions Report with the business. If they opted to receive the report via email:

- Include the top three recommendations and comments on the body of email.
- Always copy the Conservation Specialist on the email.



Thank you for your hard work!