



City of Seattle Tune-Up Requirements



Seattle Building Tune-Up Ordinance

Buildings 50,000 square feet or larger in Seattle will be required to perform building Tune-Ups every five years in accordance with Seattle Municipal Code (SMC) 22.930 and further defined in the Office of Sustainability and Environment (OSE) Director's Rule 2016-01. The goal of the program is to identify and implement low or no cost energy and water improvements that result in savings for facilities.¹

What is required under the Building Tune-Up?

Every five years buildings with square footage of 50,000 or greater are required to have a building Tune-Up assessment performed by a qualified Tune-Up Specialist. During the assessment the Tune-Up Specialist will review building information and utility data, operating protocols, calibration and sequencing of building systems and equipment. Depending on the severity of a finding in the assessment, corrective action may be considered voluntary or mandatory. Corrective actions deemed mandatory must be completed before a tune up report can be submitted to the City.²

What buildings are affected?

All nonresidential buildings 50,000 square feet and larger, not including parking, are subject to the Tune-Up program. Mixed use facilities with commercial spaces 50,000 square feet or more are also included. Campus buildings and commercial condominiums meeting the requirements described above are also required to perform a building Tune-Up.

What is the Tune-Up process?³

The Tune-Up process breaks down into 5 steps:

1. Identify a Tune-Up Specialist
2. Tune-Up Specialist conducts a building assessment
3. Building owner implements all required corrective actions
4. Tune-up Specialist verifies corrective actions were implemented
5. Tune-up report is submitted to the City

1. "Office of Sustainability & Environment," 30 November 2016. [Online]. Available: <http://www.seattle.gov/environment/buildings-and-energy/energy-policy>.

2. City of Seattle, Office of Sustainability and Environment, "FINAL Implementation of Building Tune-Ups Requirement," 6 February 2017. [Online]. Available: http://www.seattle.gov/Documents/Departments/OSE/OSE_DIRECTORS_RULE_2016-01.pdf.

3. City of Seattle, Office of Sustainability and Environment, "FINAL Implementation of Building Tune-Ups Requirement," 6 February 2017. [Online]. Available: http://www.seattle.gov/Documents/Departments/OSE/OSE_DIRECTORS_RULE_2016-01.pdf.

Who qualifies as a Tune-Up Specialist?

A Tune-Up Specialist can be a third party vendor or facility staff given they meet the following requirements:¹

1. Seven years of experience with energy management and building operations
2. At least one of the following:
 - Level II Building Operator Certification (BOC)
 - Certified Energy Manager (CEM)
 - Existing Building Professional (EBCP)
 - Professional Engineer (PE)
 - Sustainable Building Science Technology Bachelor of Applied Science degree or equivalent.
 - Certified Commissioning Professional (CCP)
 - Commissioning Authority (CxA)
 - Graduation from apprenticeship program focused on commercial building energy management or commercial building energy conservation

ATS meets both requirements and is qualified as a Tune-Up Specialist.

Are there exemptions to the Tune-Up program?

There are several alternate compliance exemptions that may be granted for one Tune-Up cycle. All requests for exemptions must be submitted 180 days in advance of the compliance date and are subject to approval from the OSE Director. Exemptions for Alternate Compliance requirements include:²

- Exemplary Energy Performance or Low Energy Consumption
 - Energy Star score greater than 90 for buildings 100,000 square feet and larger
 - Energy Star score greater than 85 for buildings less than 100,000 square feet
 - LEED O+M Gold or Platinum
 - ILFI Living Building Challenge Certificate or Petal Certification with Net Positive Energy Imperative met.
 - IFLI Net Zero Energy Building Certification
 - Building EUI of less than 20 kBtu/sf/year
- Tune-Up Equivalent Processes
 - Active monitoring and continuous commissioning (such as **ATS' facilityCARE** service)
 - Completion of a retro commissioning program
 - Completion of an energy audit no less than ASHRAE level II
 - Annualized 15% reduction in weather-normalized site Energy Use Intensity (EUI)
 - New construction or substantial alteration project completed within 3 years prior to compliance deadline
 - Completed Seattle City Light whole-building Energy Analysis Assistance (EAA)
 - Participation in City of Seattle Building Tune-Up Accelerator Program

1. City of Seattle, Office of Sustainability and Environment, "FINAL Implementation of Building Tune-Ups Requirement," 6 February 2017. [Online]. Available:

http://www.seattle.gov/Documents/Departments/OSE/OSE_DIRECTORS_RULE_2016-01.pdf.

2. City of Seattle, Office of Sustainability and Environment, "FINAL Implementation of Building Tune-Ups Requirement," 6 February 2017. [Online]. Available:

http://www.seattle.gov/Documents/Departments/OSE/OSE_DIRECTORS_RULE_2016-01.pdf.

What is the time frame for compliance?

Compliance deadlines for buildings broken down by square foot are detailed below.

Building Square Footage (excluding parking)	Tune-Up Report Due	Next Tune-Up Report Due
200,000 square feet or greater	March 1, 2019	October 1, 2023
100,000 – 199,999 square feet	October 1, 2019	October 1, 2024
70,000 – 99,999 square feet	April 1, 2021	April 1, 2026
50,000 – 69,999 square feet	October 1, 2021	October 1, 2026

How can ATS help?

ATS has the expertise and resources to be your Tune-Up Specialist. We are experts in your building automation equipment and sequencing. We can provide a qualified team to complete your assessment or assist your team with the Tune-Up requirements. If you have a Support Agreement with ATS, a review of your services may show that with minor modifications ATS already has the majority of information needed to complete the Tune-Up assessment or exemption for your facility. Please contact us to find out how we can simplify the Tune-Up process for you building.

Where can you find more information?

For additional information contact your ATS representative at 425-251-9680 or visit the Office of Sustainability & Environment website at <http://www.seattle.gov/environment/buildings-and-energy/energy-policy>. The OSE Director's Rule 2016-01 can also be downloaded from http://www.seattle.gov/Documents/Departments/OSE/OSE_DIRECTORS_RULE_2016-01.pdf.

Material adapted from City of Seattle Office of Sustainability and Environment's OSE Director's Rule 2016-01 and is subject to change.

About ATS

ATS, established in 1986, specializes in custom engineered and installed Building Automation Systems control solutions for buildings' mechanical and electrical systems, allowing owners to reduce energy consumption and maximize effectiveness of facilities management personnel. ATS has offices and provides services in Washington, Idaho, Montana, Colorado, Wyoming and Alaska. Contact your local ATS representative to find out how you can start running your building more efficiently and economically. Visit www.atsinc.org to find the location near you.

