

TUNE UP YOUR
OFFICE BUILDING.

REDUCE ENERGY WASTE.

Space configurations, occupancy levels and tenant requirements in office buildings all change over time, affecting energy performance and costs. **Existing building commissioning (EBCx) is a process to optimize a building's performance** based on current requirements using operational funds.

EBCx has many benefits, including:



Decreases maintenance costs



Extends equipment life



Improves ventilation and air quality



Addresses persistent issues such as noise, temperature and pressure to enhance occupant comfort and satisfaction



Saves 5-15% on energy bills



Reduces greenhouse gas emissions



Enhances operator training and expertise

Consider EBCx if:

- Ventilation systems are working 24/7
- You receive regular complaints, such as about air or water temperature, odours, or noises
- Doors blow open or get stuck closed
- Some sections of the building have changed in use – such as a new workspace configuration or a meeting room converted to storage space
- You need to run your heating system late in the spring and early in the fall
- Your building uses more energy than similar office buildings

Managing EBCx Projects

Assign an internal leader such as a project or facilities manager to coordinate the process, provide information about the building, number of occupants, operation schedules and current issues or complaints. The internal leader should expect to be closely involved in the planning stage and to accompany the EBCx provider for several days over six to twelve months during the investigation and implementation stages.

What to look for in an EBCx provider

- Excellent communication skills
- Expertise in ventilation and mechanical systems and automation controls

What to expect from your EBCx provider

- EBCx plan with current facility requirements (CFR)
- Investigation findings log
- Detailed implementation plan
- Persistence plan and staff training

EBCx tools and resources

- [Natural Resources Canada \(NRCan\) Energy benchmarking for office buildings](#)
- [NRCan EBCx Guide](#)
- [NRCan EBCx Pre-Screening Tool](#)

Save on Energy incentives are available for your next EBCx project!

- Receive a 50 percent incentive for completing [EBCx training courses](#)
- The EBCx program offers incentives to participants who undertake EBCx activities and achieve energy savings. [Learn more and apply here.](#)



THE EBCx PROCESS

1. Planning

- **Building owner or internal leader** selects an EBCx provider from the list of [qualified commissioning providers](#) for the EBCx program.
- **EBCx provider** leads interviews and a building walk-through with operations and maintenance staff to plan and prioritize detailed investigation activities.
- **Deliverable:** EBCx plan that lays out the steps of the EBCx process for your building.

2. Investigation

- **EBCx provider** conducts a detailed investigation of the site to ensure mechanical systems are operating properly and to identify performance issues. This involves on-site inspections and monitoring equipment performance with data loggers over several months.
- **Deliverable:** Findings log with savings estimates.

3. Implementation

- **Deliverable:** Implementation plan, including: recommended actions, roles and responsibilities, timeline, verification and monitoring requirements, and operator training and persistence activities.
- Implementation may be led by the internal leader or the EBCx provider, and should be guided by the implementation plan.

4. Hand-off

- **Deliverable:** Persistence plan to guide operations and maintenance actions over time, to maintain energy and performance improvements.
- EBCx provider trains building staff in persistence strategies.