

# Facility Turn-key Efficiency Application

## Assessment and Implementation Services



Please read all information on page two before completing the application.

For multiple buildings, fill out an application for each building. Separate buildings will have individual assessments.

### Customer Information

Business name \_\_\_\_\_ Account number \_\_\_\_\_  
Building name \_\_\_\_\_  
Contact person \_\_\_\_\_ Phone \_\_\_\_\_  
Decision maker \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Service address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_ Building size (sq. ft.) \_\_\_\_\_

Please describe any projects you have planned or any specific equipment you would like addressed:

Have you had an energy assessment done previously?  Yes  No If yes, approximate date: \_\_\_\_\_

Have you participated in and/or applied for/received rebates from Otter Tail Power Company programs?

Lighting  Heat Pumps  Motors  ASDs  Custom Grants  Compressed Air  Recommissioning  
 CoolSavings  Interruptible Electric Rates  Other \_\_\_\_\_

Do you have an energy reduction target?  Yes  No If yes, what is your goal? \_\_\_\_\_%

Do you have an energy management plan currently in place?  Yes  No

If not, are you interested in establishing one?  Yes  No

ENERGY STAR® score (if known): \_\_\_\_\_ Year score was calculated: \_\_\_\_\_

Do you have any set requirements to be able to implement recommended measures? (i.e. simple payback less than seven years, projects must cost under \$25,000, etc.) If so, what are they? \_\_\_\_\_

### Building Information

Type of building:

Apartment  Restaurant  Retail  Office - large (four or more stories)  
 Church  Manufacturing  School  Office - small (less than four stories)  
 Hospital  Hotel/motel  Warehouse  Other \_\_\_\_\_

Is building owned or leased?  Owned  Leased Twelve month usage: \_\_\_\_\_

Type of service requested:  Whole-building assessment  Implementation assistance only (no charge)

### Customer Acknowledgement

I agree to the terms and conditions of the program and I understand that Otter Tail Power Company will bill me \$500 for the building assessment fee, if applicable, on my electric utility bill. I give permission for Otter Tail Power Company, and other utility companies that serve my facility, to release billing history for affected business facilities to Franklin Energy, solely for the purpose of completing the assessment.

Customer signature \_\_\_\_\_ Date \_\_\_\_\_

Otter Tail Power Company Energy Management Representative: \_\_\_\_\_

## Details

**Whole-building assessment:** This assessment is a walk-through of the entire facility. It involves an analysis of your utility bills and includes graphs illustrating energy consumption at your facility's end uses. An ENERGY STAR® Benchmarking score will be identified for all applicable building segments. All identified opportunities will include energy savings estimates, cost savings, and applicable rebates. Assessments for building under 250,000 square feet will also include analysis on how you can tune up or recommission your existing equipment to save energy and money.

### Facility Turn-key Efficiency Assessment Process

1. Complete this application and submit to your Otter Tail Power Company Energy Management Representative or mail to: Idea Center, Otter Tail Power Company, PO Box 496, Fergus Falls, MN 56538-0496
2. Once accepted, our consultant, Franklin Energy Services, will schedule your on-site assessment with you.
3. After Otter Tail Power Company's review of your assessment, a meeting will be set up to review your results and discuss next steps.

### Facility Turn-key Efficiency Implementation Process

1. We'll review what measures you might be interested in implementing and discuss what additional help you need from us to move your projects forward. We offer project assistance including developing an energy management plan, meeting with internal stakeholders to gain approval, financial analysis and prioritization of measures to be implemented, bid proposal review, and coordinating implementation and installation verification.
2. After you implement the measures identified, we'll help you complete documentation needed to receive your rebate. Once the rebate application is submitted, you should expect to receive your rebate within six to eight weeks.

### Terms and Conditions

1. Customer agrees to pay Facility Turn-key Efficiency building assessment fee of \$500. The charge will be billed on the customer's Otter Tail Power Company monthly utility bill.
2. Program is available to Otter Tail Power Company commercial customers receiving service from Otter Tail's Large General Service rate in Minnesota only.
3. Rebate(s) may be available for the energy efficiency upgrades suggested in your assessment. See specific rebate application for individual program rules located at [otpc.com](http://otpc.com) or obtain from your local representative. Bonus rebates of 50 percent may also be available for select energy-saving improvements identified in your Facility Turn-key Efficiency assessment report when implemented within 12 months of your report readout date.
4. Otter Tail Power Company may terminate, at any time, any support services activities in the event that further investigation indicates limited opportunity for energy conservation.
5. Customer is responsible for decisions related to equipment purchase. Otter Tail Power Company is not liable for equipment installed at customer's site as a result of items recommended in the assessment.
6. More complex projects that require preapproval through Otter Tail Power Company's Custom Grant program can be identified in assessments but may require further analysis under the Custom Grant program to determine savings and rebates.