

Project Narrative Template

Single Energy Efficiency Measure

Existing Conditions – This section should include:

- Date of visit, Square footage and address of facility
- Approximate date built and dates of major renovation if known
- Couple of sentences about building use, population, number rooms, floors etc.
- Hours of operation
- Energy cost assumptions – include all assumed costs
- Main HVAC equipment, install dates if known, fuels, overall condition
- Photographs of equipment, site, etc.

Proposed Solution – This section should include:

- Description of project
- Energy Savings, Payback, costs, etc.
- Project schedule
- Assumptions and Exclusions
- Warranty information
- Notes regarding union labor / prevailing wage
- Include all equipment cut sheets
- Description of training that will be provided at project completion, O&M manual
- Description of close out documents to be provided

Project Narrative Template

Existing Building Commissioning

Executive Summary

Introduction

Facilities Description (Existing Conditions)

Audit Scope

Methodology

Preliminary Analysis Findings

No-Cost / Low-Cost

Measure Overview

Financial Analysis

Summary Table

M&V Plan

LCCA