



# Whole-Building Audit Requirements Checklist

SOMAH Applicants seeking to participate in Pathway 1 of the Energy Efficiency Compliance Milestone (EECM) must hire a credentialed energy auditor to provide a whole-building energy efficiency walkthrough audit. This checklist provides the required building systems and energy use details that should be included in the energy audit summary report, at a minimum. Other recommended metrics that may be valuable to include in the energy audit report are also listed.

## Required Metrics

- Preliminary energy use analysis**
  - Summary of existing electricity use, by common area (aggregated or by meter) and by apartments (aggregated)
  - Aggregated electricity usage may be provided by SOMAH at time of PowerClerk application
- Summarize utility data**
  - Discuss any irregularities in monthly use pattern with suggestions of possible causes and areas of recommended focus for energy consumption reductions
- Summary of any special problems or needs identified during the walkthrough, for example, possible revisions to operations and maintenance procedures, if applicable**
- Summary of on-site walkthrough of all common areas, central systems and exteriors and a sampling of apartments (see Table 1), including identifying:**
  - Existing conditions including equipment types, efficiencies and locations
  - Low- or no-cost upgrade opportunities identified in all areas, where present
  - Other reasonable potential energy upgrade capital improvements
- Summary site photos in report or appendix, including:**
  - Building exteriors
  - Existing central heating, cooling, water heating equipment
  - Existing pool heating and pumping equipment
  - Common area and exterior lighting
  - Sampling of existing in-unit lighting and heating, cooling and water heating equipment

Table 1 Apartment Sampling Guidelines

Total Number of Apartments at Property	Minimum Number of Apartments to Sample in Walkthrough
2-9	2
10-19	3
20-29	4
30-49	5
50-74	6
75-99	7
100-149	8
150-200	9
>200	10

## Other Recommended Metrics

- ❑ **Additional energy use analysis**
  - ❑ Summary of natural gas or propane use (common areas/central systems and aggregated apartments)
  - ❑ ENERGY STAR® score, energy use intensity (EUI) or other related information provided by Portfolio Manager, in particular, for properties with benchmarking disclosure requirements (AB 802 or local jurisdiction)
- ❑ **Identify available incentive programs that the property may utilize for the identified energy upgrade opportunities**
- ❑ **Identify greenhouse gas reduction opportunities such as electrification of natural gas or propane equipment and EV charging, either of which could be partially or completely offset by solar PV**
- ❑ **Identify opportunities for owner and tenants to best optimize time-of-use utility rates**



## Whole-Building Audit Requirements Checklist COVID-19 Guidance for Energy Auditors

During the COVID-19 pandemic, the SOMAH Program Administrators (PA) will allow projects that have received Reservation Request Approval to postpone the Energy Efficiency Compliance Milestone (EECM). The submission and approval of an EECM postponement form would serve as a temporary postponement of required EECM documentation and allow projects to move forward to the Proof of Project Milestone (PPM). Once the postponement is approved, all required EECM documentation can be submitted to the SOMAH PA at or before the Incentive Claim Milestone. For questions about the EECM postponement form, please contact the SOMAH PA at [contact@calsomah.org](mailto:contact@calsomah.org).

Additionally, the SOMAH (PA) understands that, due to COVID-19 safety precautions, some residential areas may be temporarily inaccessible to energy auditors even once the postponed EECM documentation is due. To meet the whole-building audit requirements for projects pursuing Pathway 1 of the Energy Efficiency Compliance Milestone (EECM), the SOMAH PA offers the auditing and documentation guidance options outlined below to provide alternative compliance pathways to overcome challenges that might be encountered during an energy audit. Please note that these alternative compliance pathways are specific to the COVID-19 pandemic.

### **In-Unit Verification**

In instances where safety precautions preclude contractors from entering residential units, energy auditors should verify in-unit conditions in vacant units or manager units, where available. The auditor should plan to verify as many vacant units as are available up to the maximum required per the sampling protocol. If there are not enough vacant units to meet minimum sampling requirements, the auditor should plan to verify conditions in all available vacant and/or manager units. The SOMAH PA will accept a lower sampling rate for in-unit verification in this instance. For compliance with the EEC Milestone, the energy auditor should provide a robust narrative in the energy audit report detailing how many vacant apartments were available, the subsequent sampling rate, the unit numbers of apartments that were verified, and the observations made in each apartment.

If there are no vacant units on site, the energy auditor should coordinate with property management to conduct virtual audits of the in-unit spaces. The energy auditor can coordinate a video call and/or photo documentation of equipment and model numbers with on-site property management to document in-unit conditions. Photos taken during the virtually-assisted walkthrough should be included in the energy audit report with robust narrative detailing how the virtual assessment was conducted, by whom, unit numbers that were sampled and the existing conditions in each apartment.

### **Common Area Verification**

Please note that common areas are not approved for fully-virtual audits at this time. When conducting the on-site walkthrough of all common areas, central systems, and exteriors, it is important for the energy auditor to work with the property management to ensure safety for staff and residents, while collecting the documentation needed to meet the whole-building audit requirements. If there are spaces that the energy auditor is unable to verify due to safety concerns, the energy auditor should document reasons for this clearly in the energy audit report, interview property staff to gather as much information as they can on the conditions they are unable to verify, and report any assumptions made about these conditions in the energy audit report in detail.

### **Documentation and Further Support**

All observations and assumptions documented in the energy audit report will need to align with the information entered into the Solar Sizing Tool.

If additional guidance is needed to meet the whole-building audit requirements, please contact the SOMAH PA at [contact@calsomah.org](mailto:contact@calsomah.org). The SOMAH PA can connect you with a Technical Assistance team member to outline the most effective approach to meet the audit requirements in advance of the EECM deadline.