Sample package. Floor areas and energy use are from one building in Seattle's public benchmarking record; its owner is not a client and took no part in this sample, so its name and address are left out. Everything else is illustrative until an owner's intake replaces it.

Qualified energy manager review

Check each item before signing Form A.

No intake gaps.

Review before signing

Check	The building is Tier 2: floor area, use mix (Tier 1 above 50,000 sq ft of nonresidential, hotel, motel or dormitory space), one covered building, not individually owned condo units.
Check	Building activity types and floor areas match the Portfolio Manager property and the Portal data pool record.
Check	Weekly operating hours on Form B match the Building Summary in the EMP.
Check	Twelve consecutive months of whole-building data, all fuels, within the Y3.2.1 window; no gaps or estimated bills.
Check	EUIt worksheet: correct Table 7-2a row, climate zone and shift factor; the 15 percent reduction applied only to floor area permitted on or after 1 July 2016.
Check	The energy manager named in the EMP has agreed to the role and signs Form A; the owner has signed the EMP.
Check	Equipment inventory reconciled against nameplate photos; out-of-service items marked.
Check	Implementation records show preventive maintenance done under the program, not only repairs: at least one completed example (a service report, maintenance software screenshot, log or unit-turnover checklist), and ideally each task's first occurrence, in the O&M record log through the submission date.
Check	Attestations in the O&M program answered by someone who knows the building.
Check	Commerce's EMP and O&M Reporting Tools agree with the plan and the program; 5.1.2.12 and 5.1.2.13 are checked through the Tier 2 exception, since the form has no N/A box for them.
Check	Incentive: eligible GFA excludes parking, unconditioned space and condo units; every participating utility and account number listed.

Left open on the reporting tools (1)

- Commerce Building ID on both reporting tools (from the owner's Commerce notification letter)

Sample package. Floor areas and energy use are from one building in Seattle's public benchmarking record; its owner is not a client and took no part in this sample, so its name and address are left out. Everything else is illustrative until an owner's intake replaces it.

[Owner LLC]

Sample Apartments

Seattle, WA

Energy Management Plan

Plan adoption date: 2026-10-15 · Last updated: 2026-10-15

Prepared under the Washington State Clean Buildings Performance Standard (WAC 194-50, which adopts ASHRAE Standard 100-2018 with Washington amendments), Tier 2 covered building requirements, Section 5.

Building summary

5.1 An Energy Management Plan has been established and is maintained in accordance with the standard.

SITE NAME	Sample Apartments
ADDRESS	Seattle, WA
CONSTRUCTION YEAR	2012
FLOORS	4
GROSS FLOOR AREA	31,962 sq ft (excluding parking) From the building record. The Portfolio Manager property lists 31,050 sq ft of activity area, which Form B uses; the difference is confirmed with the owner before filing.
FACILITY DESCRIPTION	Four-story apartment building built in 2012 with 42 units over a parking level. Apartments are heated and cooled by ductless heat pumps; domestic hot water comes from two gas-fired water heaters in the garage mechanical room with a recirculation pump; corridors are ventilated by a rooftop make-up air unit; roof and garage exhaust fans run on timers. Common-area lighting is LED with occupancy sensors in corridors and stairs.
WEEKLY OPERATING HOURS	168, residential occupancy, continuous