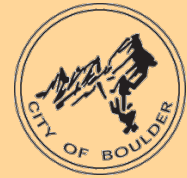


# Retrocommissioning Compliance Checklist



*A Compliance Checklist for Complying with the Building Performance Ordinance Retrocommissioning Requirement*

## Confirm the Deadline

Buildings are subject to a retrocommissioning (RCx) deadline based on their square footage, as shown in the timeline on the website: [www.BoulderBuildingPerformance.com](http://www.BoulderBuildingPerformance.com). If a building is high-performing, it may be exempt from the retrocommissioning requirement. See the Exemption Reference Guide at <https://bouldercolorado.gov/sustainability/boulder-building-performance-efficiency-requirements> for more information on exemptions.

## Understand Scope of Requirement

Affected building owners must perform retrocommissioning that meets or exceeds the requirements listed in the table below, in line with Xcel Energy's existing programs.

Building Size	RCx Scope
<b>Buildings &lt; 50,000 SF</b>	Owners can participate in the <a href="#">Xcel Energy Building Tune-Up Program</a> or meet the <a href="#">Scope</a> outlined in the City Manager Rules
<b>Buildings ≥ 50,000 SF</b>	Owners can participate in the <a href="#">Xcel Energy RCx Study Program</a> or meet the <a href="#">Scope</a> outlined in the City Manager Rules

## Select a Qualified Service Provider

The energy assessment must be completed by a **Qualified Service Provider**, or through an approved utility program. To find a Qualified Service Provider, view the provider list on the website at: <https://bouldercolorado.gov/sustainability/service-providers>

Currently approved utility programs include:

- [Xcel Energy Building Tune-Up Program](#)
- [Xcel Energy RCx Study Program](#)

Although the qualified provider will perform the vast majority of the work required for the study, there are tasks that the building owner must perform for the process to be successful such as providing building and tenant-space access and relevant documentation.

## Submit Report to City of Boulder

Once the study is completed, the final report AND a copy of the Xcel Recommissioning/Building Tune-up Rebate Application must be submitted to the City of Boulder via the online submission form at: <https://bouldercolorado.gov/sustainability/boulder-building-performance-efficiency-requirements>

## Implement Cost-Effective Upgrades

All upgrade opportunities identified in the final report with a pay-back period of two years or less must be implemented within two years of the study deadline. Proof of implementation must be submitted to the city via the online submission form at: <https://bouldercolorado.gov/sustainability/boulder-building-performance-efficiency-requirements>

## *Do you need further guidance?*

- Review the **Efficiency Requirement How-to Guide** available at <https://bouldercolorado.gov/sustainability/boulder-building-performance-efficiency-requirements>
- Contact the **Boulder Building Performance Help Desk** at (844) 811-8785 or [BPOHelpdesk@bouldercolorado.gov](mailto:BPOHelpdesk@bouldercolorado.gov)
- Visit [www.BoulderBuildingPerformance.com](http://www.BoulderBuildingPerformance.com) for more information.