

Tune-up Specialist Application Form Building Energy Performance Policy

Tune-up Specialist Background

The Building Energy Performance Policy requires a “tune-up specialist” lead all tune-up assessments and sign-off on all tune-up reports submitted to the City’s Office of Sustainability (OOS). To become a tune-up specialist, an individual must demonstrate to OOS that they have the appropriate combination of credentials and experience. The policy requires that a person has:

- **A Professional Engineer (PE) license or Certified Energy Manager (CEM) certification
and**
- **At least seven (7) years of combined educational and professional experience with commercial building operations and/or building energy management**

Tune-up specialists will only have to apply once during the first compliance cycle (2021-2025). A reapplication may be required for future cycles, and tune-up specialists will be notified in advance. Tune-up specialists must inform OOS if their credentials lapse or are revoked during a cycle.

Application Instructions

To apply, please send an email to TuneUps@phila.gov with the subject line “Tune-up Specialist Application” and attach the following documents:

1. A version of this form with the “Application Information” section completed
2. Required attachments referenced in “Application Information” section

OOS will provide notification of approval, denial, or additional information requirements within 3 weeks.

Application Information

Name: _____

Current Employer/Affiliation (or self-employed): _____

Email Address: _____ Phone Number: _____

City: _____ State _____ Zip Code _____

Credential:

Professional Engineer OR Certified Energy Manager (attach image of certification)

License or certification number _____

Date issued or renewed _____ Expiration date _____

Experience: Please clearly demonstrate at least 7 years of combined educational and professional experience with commercial building operations and/or building energy management.

CV/resume (attach to email) OR Experience Table (complete table on p. 2 of this form)

Affirmation: I have the _____ credentials and at least 7 years of relevant experience and/or education related to commercial building operations and/or building energy management.

_____ (print name) _____ (signature)

