

2024 Building EQ Competition Frequently Asked Questions

Q: How many students can participate in a team?

A: The Building EQ Competition is for a team of three to five engineering students. All team members must be enrolled during the semester/term in which they contribute to the design.

Q: Do we have to pay anything to compete?

A: No, registration on the Building EQ site and submission of the project is free for all students. The PE who works with the students will have to pay a one-time registration fee (\$25 or \$15) if they are not a BEAP or previously registered.

Q: What type of building should we select?

A: Select an existing facility to analyze which has been in regular operation for at least 12 months (You will use the In-Operation rating assessment). The building you select will impact the scoring. Choose a building on campus, reach out to non-profit organizations, places of worship, food banks, or shelters. It is preferable to work with community organizations. If there are no opportunities with these types of facilities, then reach out to your local ASHRAE chapter members, or you can work with buildings on your local campus where travel is difficult.

Q: How do we submit a project on the Building EQ Portal?

A: An ASHRAE Certified BEAP, AEE Certified Energy Auditor (CEA) and Energy Manager (CEM) and the EMA Energy Management Professional (EMP) or licensed/chartered PE (or equivalent Canadian, United Kingdom, or other international engineering designation) must submit the project. They can log-in, create an account, join a project, enter submission data [here](#). In order to receive the report template, you must submit your project for approval. Simply registering your project is not the same as submitting your project.

Q: What if I don't know an ASHRAE Certified BEAP or licensed/chartered PE?

A: Please reach out to students@ashrae.org and ASHRAE staff can connect you to your local chapter for support.

Q: Do I submit to the Building EQ Portal or the ASHRAE FTP site?

A: Both. You must first submit a Building EQ IO project on the Building EQ portal to receive the Building EQ Narrative Audit Report free of charge. The deadline to submit to the Building EQ portal is **April 12, 2024**. Your submitted project must be approved by Building EQ, before can receive your free Narrative Audit Report. Once you have your Narrative Audit Report you must then submit your final submission to the ASHRAE FTP site by **May 4, 2024**. The report is 10 pages max (3 MB file limit including appendices), including the cover page. Font size shall be 11 pts, utilizing either Arial or Times New Roman. The report shall include:

- Cover page with students' names, and a photo of the building
- Abstract, and final summary of building
- Building function, type of use, description of systems
- Explanation of how the data was collected
- Recommendations to improve the performance, and estimated energy and GHG savings
- Appendices (not included in the page count)
 - The energy audit report submission for the competition must use the Building EQ Narrative Audit Report and be in PDF format only! No separate visual aids will be accepted (PowerPoint, YouTube, etc.). Deliverable presentation should consist of a 50-page maximum audit report in PDF format only. This will include:

- One (1) Building EQ In Operation (IO) project submitted on the Building EQ Portal by a BEAP or PE, with student members associated with the IO project; and,
 - One (1) ASHRAE Standard 211-compliant Level 1 energy audit report, using the Building EQ Narrative Audit Report generated by the Building EQ portal from a submitted IO project.
- Optional reference letter from the client or building owner's representative.

Q: What is required for a project to be approved in the Building EQ Portal?

A: Approval in the Building EQ Portal requires that a project complete all required fields including the representative space by space measurements on the IEQ Survey tab, some suggested EEMs, and at least one photo of the facility.

Q: How are the submissions judged?

A: Projects shall be evaluated, at a minimum, according to the following criteria.

- Submission of the Building EQ IO project per the criteria stated on the Building EQ Portal;
- Complete Level 1 energy audit report generated by the Building EQ platform meeting all the requirements of ASHRAE Standard 211 (i.e., using Building EQ Narrative Audit Report template) and all requirements for a Building EQ In Operation Assessment;
- The complexity of the building and systems that were audited;
- Use of ASHRAE Standards, Guidelines, and publications; and
- The depth, thoroughness, and comprehensiveness of the audit as reflected in the audit report.

A better Building EQ score will not make a project more favorable. Rather, it is the explanation of the score and the rationale for the recommended energy conservation measures (ECMs) that are being scored in the competition.