RETROFIT PROGRAM

Tips to make your technical review go smoothly

Does the quote you are including have all the required information?

Ensure your submitted quote includes the following required equipment information:
- Full quantities
- Model numbers
- Costs

If what you received from your supplier does not include this information, it can be supplemented with notes or emails.

Have you included Design Lights Consortium or ENERGY STAR listings for the equipment to be used in your project?

This can be done with screen shots or by providing a code that is searchable in one of these databases.

Have you filled in all necessary fields?

Avoid using placeholder data. Using real values in all data fields will save time and effort.

Have you submitted the required equipment information?

Ensure you include a full base case inventory - information on the equipment you are replacing so the electricity savings can be accurately calculated. This would include the following:
- Type of equipment - for example:
  - Lighting: incandescent, halogen, fluorescent, etc.
  - Pumps: centrifugal, displacement, etc.
  - Compressors: rotary screw, scroll, etc.
- Quantity of equipment
- Wattage or horsepower of the equipment
- Number of lamps per fixture (for lighting)
- Model number of equipment (for non-lighting)

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Are you required to submit photos?

Photos showing the equipment before and after the installation of your project are required if your application is subject to quality assurance and quality control known as QA/QC. QA/QC is determined during the application review process and is required if your application exceeds certain incentive amounts as outlined in the QA/QC guideline.

Note that applications for small projects which do not exceed the outlined incentive amounts may be selected at random for QA/QC and it is advisable as a best practice to always take photos prior to starting your project. Further information on these requirements can be found in the Retrofit program photo requirements and best practices guide.

Photos for your project need to be provided at the following stages of your application:

- Pre-Project Submission: photos of the existing equipment that will be replaced are required
- Post-Project Submission: photos of the newly installed equipment are required

At least one close-up, long-shot and nameplate photo is required for each type of equipment that will be replaced and installed in your application. Please refer to the photo requirements and best practices guide.

SAVE ON ENERGY
POWER WHAT'S NEXT