

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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For the custom stream, lighting projects:

The base case input wattages for the equipment being replaced should be submitted according to a commercially accepted industry reference. This means:

- Use ballast tables provided in the [combined lighting worksheet](#)
- OR Reference a public document showing input wattages that can be searched online

The input wattages to calculate savings for new lighting should be taken from the [Design Lights Consortium](#) or [Energy Star](#) listings for the equipment you intend to use in your project, not from the rated wattage provided by the manufacturer.

Are you required to submit photos?

Photos showing the equipment before and after the installation of your project are required as part of the application review process if your application includes:

- Prescriptive measures with an estimated facility incentive \geq \$20,000
- Custom measures with an estimated facility incentive \geq \$10,000

If required, 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, as identified on the following page.

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Type of photos required for each type of equipment** being replaced and installed

Photos Required	Details Required
Close-up	<ul style="list-style-type: none">• Must contain the entire piece of equipment, including where the equipment meets the ground or wall• For lighting, the number of lamps per fixture must be identifiable and photos for each type of fixture are required• A time-stamp for the photo indicating the date it was taken*
Long-shot	<ul style="list-style-type: none">• Must show spread of equipment in facility to verify quantity in application• A time-stamp for the photo indicating the date it was taken*
Nameplate***	<ul style="list-style-type: none">• Must include the model number• Must include the equipment specifications (i.e., wattage, horsepower)• For lighting, a nameplate photo is required for each type of lamp if the wattage for the lamps are different between fixtures• A time-stamp for the photo indicating the date it was taken*

*If a time-stamp cannot be provided, the photos can be supplemented with confirmation by the participant identifying the date the photos were taken

**Only one set of photos is required for each type of equipment being replaced. For example, if there are 100 of the same lamps existing in a facility, then only one set of close-ups, long-shot and nameplate pictures would be required. There is no need to provide photos of every single lamp

***If the equipment is difficult or expensive to access, you may defer providing nameplate pictures. Ensure you collect the nameplate photographs during the decommissioning of the existing equipment and submit them during the Post-Project stage.

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Technical Review -- Photo Best Practices

The following best practices will help to ensure that photos meet the technical review requirements for the Retrofit program and will help reduce the risk that further photos are requested by the technical reviewer, which may delay approval of your application.

Best Practices:

- Take extra photos to fully document the scope of work and make sure that you will not have to return to the facility site if more photos are required
- No people should be visible in the pictures
- Pictures that are supposed to capture numbers or words need to be in focus and legible (i.e., model numbers, performance specs)
- Double check the legibility of photos on your camera (by zooming in on the pictures) before leaving the site
- Be careful of shadows and bright reflections in the pictures. Try using different camera angles or enabling/disabling flash to fix these types of issues
- The exposure lock function of some phones/cameras can sometimes help to get a good exposure for the picture. Check your device's camera instructions for how to use this common feature