

Commercial Desk Inspection Checklists

Date: 04/03/2020



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1 LIGHTING AND LIGHTING CONTROLS

Commercial Desk Inspection Checklist for Lighting and Lighting Controls

Dro	Installation
	Installation ding Type:
	Select the building type based on predominant use.
	include a clear photo(s) of the building type, exterior and/or interior.
	f the building type is manufacturing and is operating multiple shifts, please include photos of the production area as well as a
	etter or email with hours of operation from facility owner.
•	f outdoor lighting operates dusk to dawn, please include a letter or email with hours of operation and how it is operated (BMS,
	timer, photocell, etc.) from facility owner.
•	f the building type is air conditioned, include a photo showing the RTU or chiller. This may be illustrated by using a Google map
	aerial image or something similar.
	Upload photo documentation into EEPM.
	existing Equipment Inventory:
	Is the building divided into logical areas where lighting may be inventoried (rooms, aisles, rows, etc.)?
	Include photos of each room or area to be retrofitted. Separate areas with and without lighting controls.
	Include a clear photo(s) of the existing lighting system types (e.g. lamp, fixture). Ensure the photo indicates operability by taking a abote with the lights on
	ohoto with the lights on. Photos should show quantities, wattage, control type and operability.
	Upload photo documentation into EEPM.
-	porting Documentation:
	DLC/ENERGY STAR Screenshot - Ensure that the DLC/ES rated wattage matches the fixture code in the E-File.
•	Fixture/Lamp specification sheets to verify fixture characteristics.
•	Upload supporting documentation into EEPM.
Pos	t Installation
	t Installation Equipment Inventory:
	nclude a clear photo(s) of the installed fixture/lamp label with model number.
	Include a clear photo(s) of the room or area showing the fixture quantities and operability.
	Upload photo documentation into EEPM.
	porting Documentation:
	Material PO/Invoice/Packing slip from distributor or manufacturer showing model number and quantity that matches E-File.
	Update DLC/Energy Star screenshots if changed from original proposal. Lighting Controls spec sheet if applicable.
	Upload supporting documentation into EEPM.
	opioal supporting documentation into ELFW.
	to Naming Format: Please use the below photo naming format to help identify the photo intent.
For	nat: Site Name - ESIID - Pre or Post - Area Name - Equipment Identifier
Exa	mple: Tricounty Ford - ESIID1234567 - Pre - North Lot 1 - MH400
Pho	oto Upload Location
	0000 Communication Offers December 177 December 177
	2020 Commercial Standard Offer Program ⊫ Project list
	EDIT PROJECT CUSTOMERS MEASURES UPLOAD DOCUMENTS COMMENTS REVIEW & SUBMIT
	Sam's Parking lot 20BCSOP - 2020 - 16992 FA Open -
	Sam's Parking lot 20BCSOP - 2020 - 16992 FA Open ~ Fa Project Name Project Code Status
	Document Name Description SP Attachments PM Attachments Action
	Upload any additional requested
	documents. For example, ER HVAC
	Projects: combine into a single Other Documents document photographs of the retired
	unit nameplate demonstrating
	model number, serial number, and manufacturer.
	Combine and upload DLC and/or
	DLC Screenshots to bDC descreenshots into a
	single PDF document, with one screenshot per page.
	(H)
	* Mandatory Documents
	© Prev

Photo Examples



Building Type Example







Profile



Photo of fixture with lamp in place



Lamp from with wattage stamp visible









Lighting Example - Loading Dock on Outdoor Photocell







2 DEEMED COOLING

Commercial Desk Inspection Checklist for Deemed Cooling

Pre Installation Building Type: • Select the building type based on predominant use. • Include a clear photo(s) of the building type, exterior and/or interior. • Upload photo documentation into EEPM. Pre-existing Equipment Inventory: • Include clear photos of the existing unit(s) showing quantity of units. • Photos should consist of a profile image and a label/nameplate image. • If the units are considered early retirement, include a photo to demonstrate operability. This can be demonstrated with photos of load display and/or set point. • Upload photo documentation into EEPM. Supporting Documentation: • For units 20 ton or below attach AHRI certificate • For units above 20 tons, include manufacturer specifications showing unit performance at AHRI conditions. • Include a copy of the equipment specification sheet to verify equipment characteristics. • Upload supporting documentation into EEPM. **Post Installation** Post Installation Equipment Inventory: • Include a clear(s) photo of the equipment label/nameplate with model number. Include a photo of the room or area showing the equipment quantities and operability. This can be demonstrated with photos of load display and/or set point. • Upload photo documentation into EEPM. Supporting Documentation: • Material PO/Invoice/Packing slip from distributor or manufacturer showing model number and quantity that matches E-File. • Upload supporting documentation into EEPM. Photo Information Photo Naming Format: Please use the below photo naming format to help identify the photo intent. Site Name - ESIID - Pre or Post - Equipment Identifier Format: Tricounty Ford - ESIID1234567 - Pre - Profile RT1 Example: Photo Upload Location EDIT PROJECT CUSTOMERS MEASURES UPLOAD DOCUMENTS COMMENTS **REVIEW & SUBMIT** 20BCSOP - 2020 - 16992 Sam's Parking lot FA Open-P Project Name Project Code Status Measures Name kW kWh Incentive Uploaded By Uploaded On Action Deemed Cooling 17.5284 74,571.5 \$14,929.74 Jo 12/18/2019 02: 35 PM h B

M	easure Images Upl	oad				
	ESIID ~	Customer S	te Name	~	Address	 ✓ Contact No
	4304607	Sam's 4			2020 S COCKRELL HILL RD ,DALLAS ,TX,75211-8404	
	Measures Name	Duplicate Status	kW	kWh	Incentive	Action
	Deemed Cooling	No Duplicate(s) Exists	1.5510	6.281.9	\$1,054.60	

Photo Examples

Building Type Example







Profile

Deemed Cooling Example - Chiller





Profile



Deemed Cooling Example - HVAC

Nameplate



3 MISCELLANEOUS MEASURES

Commercial Desk Inspection Checklist for Miscellaneous Measures

Installation					
ling Type:					
	pe based on predom	inant use.			
nclude a clear photo	(s) of the building typ	pe, exterior and/o	or interior.		
	entation into EEPM.				
xisting Equipment I	nventory:				
nclude clear photos	of the existing equip	ment.			
hotos should consis	t of a profile image a	nd a nameplate ir	mage.		
pload photo docum	entation into EEPM.				
orting Documentati	on:				
nclude an ENERGY ST	AR screenshot.				
nclude a copy of the	equipment specifica	tion sheet to veri	fy equipment charact	teristics.	
pload supporting do	ocumentation into EE	PM.			
Installation					
Installation Equipm	ent Inventory:				
	to of the equipment	-			
	e room or area showi	ng the equipmen	it quantities.		
	entation into EEPM.				
orting Documentati					
			acturer showing mod	lel number and quanti	ty that matches E-
pload supporting do to Information	ocumentation into EE	PM.			
nple:	Tricounty Ford	- ESIID1234567 - I	Pre - Profile Unit 1		
to Upload Locatio		- ESIID1234567 - I	Pre - Profile Unit 1		
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EDIT PROJECT CUSTOMER ABF Project Name Measures Name Lighting Retrofit REF Door Heater Controls REF ECM Evaporator Fan Motor Refrigerator Case	MEASURES UPLOAD DOC 205BDI - 20 Project Code kW 5.8513 3.6000 1.0142	CUMENTS COMMENTS 020 - 17159 kWh I 22,764.6 170,200.0 4,797.2	REVIEW & SUBMIT IN Open - Status ncentive Uploaded \$25,605.00 Jo \$2,000.00 Jo \$200.00 Jo	01/31/2020 12: 57 PM 01/31/2020 12: 49 PM 01/31/2020 12: 50 PM	
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Photo Examples





Miscellaneous Measures Example - Door Reach In



Profile



Unit 1 Nameplate



Unit 2 Nameplate



Profile



Nameplate

Miscellaneous Measures Example - Zero Energy Door

