



ENERGY SAVINGS FOR BUSINESS

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Lighting Controls Checklist

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INTRODUCTION

This document is intended as a guide to support the submission of accurate and complete Lighting Controls project applications. All applicants with Lighting Controls should ensure the application meets the Eligibility Requirements set out in the Participant Terms and Conditions, Contractor Code of Conduct and Eligible Measures List. The applicant must submit the requested documentation and answer the questions contained within this document.

This checklist includes guidance for what needs to be entered in each input field at Step 4 and Step 5 of the Application process. Step 5 specifically describes which documents need to be uploaded and their purpose.

GUIDANCE ON APPLICATIONS

The following sections provide guidance on Lighting Controls applications, ensuring that they are complete, accurate and comprehensive.

The applicant and/or contractor will also need to provide the following information in Step 4 and Step 5 of the application submission, as further described in the tables below.

STEP 4 OF PRE-PROJECT APPLICATION

DAYLIGHT CONTROLS AND OCCUPANCY CONTROLS

Daylight Controls:

- Fixture mounted dual occupancy and daylight controls
- Ceiling or wall mounted remote daylight controls
- Switch or fixture mounted daylight controls

Occupancy Controls:

- Ceiling or remote mounted sensor
- Wall switch mounted sensor
- Fixture mounted sensor
- Exterior Occupancy sensor

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Specification Sheet	Upload the specification sheet for the measure. Indicate/circle which specific equipment is being used for project.	<ul style="list-style-type: none"> • Post-project QA/QC.
Building Type Installed	Define the building type in the text field e.g., Retail, Warehouse, Industrial, Office, Theatre, Private School, Private Healthcare etc.	<ul style="list-style-type: none"> • Post-project QA/QC.
Estimated Annual Hours of Operation	Enter the estimated annual hours of operation for one fixture.	<ul style="list-style-type: none"> • Used for estimating energy savings achieved.
Is a Control Being Replaced?	Select either Yes or No.	<ul style="list-style-type: none"> • Used for estimating energy savings achieved.
What is Lighting Wattage being Controlled?	Specify the total wattage of the lighting (per measure) being controlled.	<ul style="list-style-type: none"> • Used for estimating energy savings achieved.
Location Installed	Indicate the location where it is installed in the building e.g., Office, Maintenance Room, Freezer, Ceiling, Outdoor Wall etc.	<ul style="list-style-type: none"> • Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.

Labour Cost	Enter labour costs per measure type as indicated on the invoice/final quote.	<ul style="list-style-type: none">• Calculate eligible incentive.• Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	<ul style="list-style-type: none">• Calculate eligible incentive.• Post-project QA/QC.

EXTERIOR LIGHTING BI-LEVEL CONTROLS

- Exterior lighting bi-level controls
- Exterior lighting bi-level controls with override

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Specification Sheet	Upload the specification sheet for the measure. Indicate/circle which specific equipment is being used for project.	<ul style="list-style-type: none"> • Post-project QA/QC.
Building Type Installed	Define the building type in the text field e.g., Retail, Warehouse, Industrial, Office, Theatre, Private School, Private Healthcare etc.	<ul style="list-style-type: none"> • Post-project QA/QC.
Estimated Annual Hours of Operation	Enter the estimated annual hours of operation for one fixture.	<ul style="list-style-type: none"> • Used for estimating energy savings achieved.
What is Higher Lighting Wattage being Controlled?	Specify the wattage of lighting at the higher dimming level of the control.	<ul style="list-style-type: none"> • Used for estimating energy savings achieved.
What is the Lower Lighting Wattage?	Specify the wattage of lighting at the lowest dimming level of the control.	<ul style="list-style-type: none"> • Used for estimating energy savings achieved.
Location Installed	Indicate the location where it is installed in the building e.g., Office, Maintenance Room, Freezer, Ceiling, Outdoor Wall etc.	<ul style="list-style-type: none"> • Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/ final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/ final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/ final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.

STEP 5 OF PRE-PROJECT APPLICATION: ALL LIGHTING CONTROL MEASURES

Field	What to Enter	How Data or Input Provided is Used
Cost Quote	Quote or invoice should be itemized to include quantity, brand, model numbers for equipment, applicant name, contractor name, facility address and date (Sample quote provided in the Appendix). Costs should be indicated separately for: <ul style="list-style-type: none"> • Equipment and Material • Labour • Design and Others • Taxes 	<ul style="list-style-type: none"> • Cross-reference against provided costs. • Calculate incentive cap. • Post-project QA/QC.
Electricity Bill for Facility	Upload the most recent electricity bill available for the facility.	<ul style="list-style-type: none"> • Ascertain rate class.

POST-PROJECT APPLICATION

Note that for the post-project application, you will be required to confirm that no changes were made from the pre-project application, unless an Application Change Approval Notice was issued by ERA. In terms of documents required, you will need to provide evidence of the following:

- Invoice for Project Costs,
- Proof of Payment for Project Costs, and
- Conditions stated in the Notice of Pre-Approval.

Participant may be subject to a QA/QC check and asked for additional documentation and facilitate a site visit.


APPENDIX

SAMPLE INVOICE/FINAL QUOTE

Quotes should be itemized to include quantity, brand, model numbers for equipment, applicant name, contractor name, facility address and date. Costs should be indicated separately for:

- Equipment and Material,
- Labour,
- Design and Others, and
- Taxes.

A sample quote is provided below:

	Company Address: XXXX	
	Website: XXXX	
	Phone: XXXX	
PROJECT NAME: XXXX		Project Start Date: XXXX
		Project Completion Date: XXXX
Applicant Company: XXXX		Quote #: XXXX
Applicant Name: XXXX		Date: XXXX
Facility Address: XXXX		
Phone: XXXX		
Measure #1		
Fixture Description	LITHONIA CPANL 2X4 40/50/60LM 40K M2	DLC PMS5PPS6
Measure Description	LED 2x4 Recessed Light Fixture - 4,500 – 5,999 Lumen Output	QTY 63
Measure Equipment/Material Costs		\$ 6,538.71
Measure Labour Costs		\$ 13,251.74
Measure Design/Other Costs		\$ -
	Measure Total Costs	\$ 19,790.45
Measure #2		
Motor Description	ILA7080-H Siemens Semiotics 10 hp	
Measure Description	Premium efficient motor –ODP-10 hp	QTY 1
Measure Equipment/Material Costs		\$ 934.10
Measure Labour Costs		\$ 123.11
Measure Design/Other Costs		\$ 50.00
	Measure Total Costs	\$ 1,107.21
Measure #3		
Sensor Description	Occupancy Sensor	
Measure Description	Fixture Mounted Sensor	QTY 305
Measure Equipment/Material Costs		\$ 15,250.00
Measure Labour Costs		\$ -
Measure Design/Other Costs		\$ -
	Measure Total Costs	\$ 15,250.00
Total		
Total Equipment/Material Costs		\$ 22,722.81
Total Labour Costs		\$ 13,374.85
Total Design/Other Costs		\$ 50.00
	Total Project Cost	\$ 36,147.66
	GST	\$ 1,807.38
	Total Cost w/ GST	\$ 37,955.04