



# ENERGY SAVINGS FOR BUSINESS

*Investing to keep businesses competitive*

## ESB Small Producers Energy Efficiency Deployment (SPEED) Refrigeration Checklist

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Version 1.0



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## INTRODUCTION

This document is intended as a guide to support the submission of accurate and complete Refrigeration project applications. All applicants with Refrigeration projects should ensure the application meets the SPEED 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 Refrigeration 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

### ANTI-SWEAT HEATER CONTROLS

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"> <li>• Used to calculate eligible incentive.</li> <li>• Post-project QA/QC.</li> </ul>
Existing Heater kW Rating	Enter wattage rating of existing heater in kW.	<ul style="list-style-type: none"> <li>• Used for estimating energy savings achieved.</li> </ul>
Door Type	Select from list the door type: <ul style="list-style-type: none"> <li>• Slide</li> <li>• Swing</li> </ul>	<ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>
Age of Cooler/Freezer (Years)	Enter age of cooler/freezer in years.	<ul style="list-style-type: none"> <li>• Used for estimating energy savings achieved.</li> </ul>
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"> <li>• Post-project QA/QC.</li> </ul>
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> <li>• Calculate eligible incentive.</li> <li>• Post-project QA/QC.</li> </ul>
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> <li>• Calculate eligible incentive.</li> <li>• Post-project QA/QC.</li> </ul>
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> <li>• Calculate eligible incentive.</li> <li>• Post-project QA/QC.</li> </ul>

## AUTOMATIC DOOR CLOSER

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"> <li>• Used to calculate eligible incentive.</li> <li>• Post-project QA/QC.</li> </ul>
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"> <li>• Post-project QA/QC.</li> </ul>
Height of Existing Doorway (Feet)	Enter height of existing doorway in feet.	<ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>
Width of Existing Doorway (Feet)	Enter width of existing doorway in feet.	<ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>
Doorway Area (Square Feet)	Enter square footage area of doorway.	<ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>
Volume Refrigerator or Cooler Space (Cubic Feet)	Enter volume of refrigerator or cooler space in cubic feet.	<ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> <li>• Used to calculate incentive cap.</li> <li>• Post-project QA/ QC.</li> </ul>
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> <li>• Used to calculate incentive cap.</li> <li>• Post-project QA/ QC.</li> </ul>
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> <li>• Used to calculate incentive cap.</li> <li>• Post-project QA/ QC.</li> </ul>

## COMMERCIAL ICE MAKER

Field	What to Enter	How Data or Input Provided is Used
Energy Star Id	ENERGY STAR ID for the measure (available at <a href="https://www.energystar.gov/productfinder/?s=mega">https://www.energystar.gov/productfinder/?s=mega</a> ).	<ul style="list-style-type: none"> <li>• Review of measure.</li> <li>• ENERGY STAR ID is used to populate data about the feature in other pre-populated fields.</li> </ul>
Quantity	Enter the number of measures being installed.	<ul style="list-style-type: none"> <li>• Used to calculate eligible incentive.</li> <li>• Post-project QA/QC.</li> </ul>
Specification Sheet of New Ice Maker	<p>Upload the specification sheet for the measure.</p> <p>Indicate/circle which specific equipment is being used for project.</p>	<ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>
Harvest Rate of Existing Ice Maker	Enter harvest rate of existing ice maker.	<ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> <li>• Used to calculate incentive cap.</li> <li>• Post-project QA/ QC.</li> </ul>
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> <li>• Used to calculate incentive cap.</li> <li>• Post-project QA/ QC.</li> </ul>
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> <li>• Used to calculate incentive cap.</li> <li>• Post-project QA/ QC.</li> </ul>

## EVAPORATOR FAN CONTROL

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"> <li>• Used to calculate eligible incentive.</li> <li>• Post-project QA/ QC.</li> </ul>
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"> <li>• Post-project QA/QC.</li> </ul>
Area Served by Evaporators (Square Feet)	Enter square footage area served by evaporators.	<ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>
Age of Evaporators (Years)	Enter age of evaporators in years.	<ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>
HP of Evaporator Motors	Enter HP of evaporator motor. If multiple motors are installed, then enter the average HP of all motors.	<ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> <li>• Used to calculate incentive cap.</li> <li>• Post-project QA/ QC.</li> </ul>
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> <li>• Used to calculate incentive cap.</li> <li>• Post-project QA/ QC.</li> </ul>
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> <li>• Used to calculate incentive cap.</li> <li>• Post-project QA/ QC.</li> </ul>

## NIGHT COVERS

- Refrigerated case night covers – vertical case
- Refrigerated case night covers – horizontal case

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"> <li>• Used to calculate eligible incentive.</li> <li>• Post-project QA/ QC.</li> </ul>
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"> <li>• Post-project QA/QC.</li> </ul>
Age of Refrigerated Case (Years)	Enter age of refrigerated case in years.	<ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>
Hours per Day Case is Covered (Hours)	Enter the number of hours per day case is covered.	<ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>
Low or High Temperature Case	Select either Low Temperature or High Temperature.	<ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>
Case Length (Feet)	Enter height of case in feet.	<ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>
Case Orientation	Select from the list the case orientation: <ul style="list-style-type: none"> <li>• Horizontal</li> <li>• Vertical</li> <li>• Semi-vertical</li> </ul>	<ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> <li>• Used to calculate incentive cap.</li> <li>• Post-project QA/ QC.</li> </ul>
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> <li>• Used to calculate incentive cap.</li> <li>• Post-project QA/ QC.</li> </ul>
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> <li>• Used to calculate incentive cap.</li> <li>• Post-project QA/ QC.</li> </ul>



## STRIP CURTAIN FOR WALK-IN REFRIGERATOR AND FREEZER

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"> <li>• Used to calculate eligible incentive.</li> <li>• Post-project QA/ QC.</li> </ul>
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"> <li>• Post-project QA/QC.</li> </ul>
Height of Existing Doorway (Feet)	Enter height of existing doorway in feet.	<ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>
Width of Existing Doorway (Feet)	Enter width of existing doorway in feet.	<ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>
Doorway Area (Square Feet)	Enter square footage area of doorway.	<ul style="list-style-type: none"> <li>• Used to calculate eligible incentive.</li> <li>• Post-project QA/ QC.</li> </ul>
Volume of Refrigerator or Cooler Space (Cubic Feet)	Enter volume of refrigerator or cooler space in cubic feet.	<ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>
Age of Compressors (Years)	Enter age of compressors in years.	<ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> <li>• Used to calculate incentive cap.</li> <li>• Post-project QA/ QC.</li> </ul>
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> <li>• Used to calculate incentive cap.</li> <li>• Post-project QA/ QC.</li> </ul>
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> <li>• Used to calculate incentive cap.</li> <li>• Post-project QA/ QC.</li> </ul>

## STEP 5 OF PRE-PROJECT APPLICATION: ALL REFRIGERATION 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. Costs should be indicated separately for: <ul style="list-style-type: none"> <li>• Equipment and Material,</li> <li>• Labour,</li> <li>• Design and Others, and</li> <li>• Taxes.</li> </ul>	<ul style="list-style-type: none"> <li>• Cross-reference against provided costs.</li> <li>• Calculate incentive cap.</li> <li>• Post-project QA/QC.</li> </ul>
Electricity Bill for Facility	Upload the most recent electricity bill available for the facility.	<ul style="list-style-type: none"> <li>• Ascertain rate class.</li> </ul>

## 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
- Post-Project Photo
- Conditions stated in the Notice of Pre-Approval.

Participant may be subject to a QA/QC check and asked for additional documentation to 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:

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