



# ENERGY SAVINGS FOR BUSINESS

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## **CES Program Building Envelope and Windows Checklist**

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# Table of Contents

|  |    |
|--|----|
| INTRODUCTION .....   | 3  |
| GUIDANCE ON APPLICATIONS .....   | 3  |
| STEP 4 OF PRE-PROJECT APPLICATION .....  | 4  |
| AIR CURTAINS .....   | 4  |
| DOCK DOOR SEAL .....   | 5  |
| HIGH EFFICIENCY WINDOWS .....  | 6  |
| INSULATION.....  | 7  |
| STEP 5 OF PRE-PROJECT APPLICATION: ALL BUILDING ENVELOPE AND WINDOWS MEASURES..... | 8  |
| POST-PROJECT APPLICATION .....   | 9  |
| APPENDIX.....  | 10 |

## **INTRODUCTION**

This document is intended as a guide to support the submission of accurate and complete Building Envelope and Windows project applications. All applicants with Building Envelope and Windows should ensure the application meets the CES 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 Building Envelope and Windows 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

### AIR CURTAINS

- Air Curtains – Overhead / Shipping Doors
- Air Curtains – Pedestrian Doors

| 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.<br><br>Indicate/circle which specific equipment is being used for the project. | <ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>  |
| Height covered by Air Curtain (feet) | Enter height covered by air curtain in feet.   | <ul style="list-style-type: none"> <li>• Calculate incentive cap.</li> <li>• Post-project QA/QC.</li> </ul>              |
| Width covered by Air Curtain (feet)  | Enter width covered by air curtain in feet.  | <ul style="list-style-type: none"> <li>• Calculate incentive cap.</li> <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 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>• 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>• Calculate incentive cap.</li> <li>• Post-project QA/QC.</li> </ul>              |

## DOCK DOOR SEAL

- Dock Door Seal – Compression Seal
- Dock Door Seal – Shelter Seal

| 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.<br><br>Indicate/circle which specific equipment is being used for the project. | <ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>  |
| Height of Opening covered by Seal (sq ft) | Enter height of opening covered by the seal in square footage.   | <ul style="list-style-type: none"> <li>• Calculate incentive cap.</li> <li>• Post-project QA/QC.</li> </ul>              |
| Width of Opening covered by Seal (sq ft)  | Enter width of opening covered by the seal in square footage.  | <ul style="list-style-type: none"> <li>• Calculate incentive cap.</li> <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 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>• 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>• Calculate incentive cap.</li> <li>• Post-project QA/QC.</li> </ul>              |

## HIGH EFFICIENCY WINDOWS

| 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.<br><br>Indicate/circle which specific equipment is being used for project. | <ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>  |
| Area of New Windows (sq ft) | Enter area of new window in square footage.  | <ul style="list-style-type: none"> <li>• Calculate incentive cap.</li> <li>• Post-project QA/QC.</li> </ul>              |
| U-Value of New Windows      | Enter the U-value of new window as indicated in the specification sheet.   | <ul style="list-style-type: none"> <li>• Calculate incentive cap.</li> <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 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>• 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>• Calculate incentive cap.</li> <li>• Post-project QA/QC.</li> </ul>              |

## INSULATION

- Ceiling Insulation
- Wall Insulation

| 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.<br><br>Indicate/circle which specific equipment is being used for the project.   | <ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>   |
| Type of Insulation                              | Select from the list the type of insulation: <ul style="list-style-type: none"> <li>• Batt</li> <li>• Blown-in Insulation</li> <li>• Spray</li> <li>• Panel</li> </ul> | <ul style="list-style-type: none"> <li>• Post-project QA/QC.</li> </ul>   |
| Area covered by insulation (sq ft)              | Enter area covered by the insulation in square footage.  | <ul style="list-style-type: none"> <li>• Calculate incentive cap.</li> <li>• Post-project QA/QC.</li> </ul>                     |
| R-Value of New Insulation                       | Enter the R-Value of new insulation as indicated in the specification sheet.   | <ul style="list-style-type: none"> <li>• Calculate incentive cap.</li> <li>• Post-project QA/QC.</li> </ul>                     |
| R-Value of Existing Insulation (before Project) | Enter R-Value of existing insulation.  | <ul style="list-style-type: none"> <li>• Used for estimating energy savings achieved.</li> <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 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>• 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>• Calculate incentive cap.</li> <li>• Post-project QA/QC.</li> </ul>                     |

## STEP 5 OF PRE-PROJECT APPLICATION: ALL BUILDING ENVELOPE AND WINDOWS 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"> <li>• Equipment and Material</li> <li>• Labour</li> <li>• Design and Others</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
- 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
- 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>QTY</b>                      | 1            |
| <b>Measure Description</b>  | Premium efficient motor –ODP-10 hp                          |                                 |              |
| <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>QTY</b>                      | 305          |
| <b>Measure Description</b>  | Fixture Mounted Sensor                                      |                                 |              |
| <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 |