

ENERGY SAVINGS FOR BUSINESS

Investing to keep businesses competitive



CES Program Lighting Checklist



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INTRODUCTION

This document is intended as a guide to support the submission of accurate and complete Lighting project applications. All applicants with Lighting 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 Lighting 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

ACCENT & TRACK LIGHTING

Field	What to Enter	How Data or Input Provided is Used
ENERGY STAR ID	Enter ENERGY STAR ID for the measure (available at https://www.energystar.gov/pr oductfinder/?s=mega).	 Review of measure. ENERGY STAR ID is used to populate data about the feature in other pre-populated fields.
Quantity	Enter the number of measures being installed.	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.	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.	Post-project QA/QC.
Lighting Technology Wattage Being Replaced	Specify the total wattage of the lighting being replaced.	Used for estimating energy savings achieved.
Estimated Annual Hours of Operation	Enter the estimated annual hours of operation for one fixture.	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.	Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote	Calculate eligible incentive.Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.

BAY LED LIGHTING

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	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.	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.	Post-project QA/QC.
Lighting Technology Wattage Being Replaced	Specify the total wattage of the lighting being replaced.	 Used for estimating energy savings achieved.
Lighting Technology Being Replaced – Bay Fixture	Select from the list the technology being replaced: Metal Halide High Pressure Sodium TSHO T5 T8 T12 Incandescent Other	Used for estimating energy savings achieved.
Estimated Annual Hours of Operation	Enter the estimated annual hours of operation for one fixture.	 Used for estimating energy savings achieved.
DLC ID	Enter Product ID for the measure (available at https://www.designlights.org/s earch/).	Post-project QA/QC.
DLC Category	Enter category of the measure (available at https://www.designlights.org/s earch/).	Post-project QA/QC.
Lumen Output	Enter the lumen value as provided in the specification sheet.	Post-project QA/QC.
Location Installed	Indicate the location where it is installed in the building e.g., Office, Maintenance Room,	Post-project QA/QC.

	Freezer, Ceiling, Outdoor Wall	
	etc.	
Equipment & Material Costs	Enter equipment and material	 Calculate eligible incentive.
	costs as indicated on the	Post-project QA/QC.
	invoice/final quote.	
Labour Cost	Enter labour costs as indicated	Calculate eligible incentive.
	on the invoice/final quote.	Post-project QA/QC.
Design Cost	Enter design costs and include	Calculate eligible incentive.
	all other costs as indicated on	Post-project QA/QC.
	the invoice/final quote.	

DOWNLIGHT FIXTURES AND RETROFIT KITS

Field	What to Enter	How Data or Input Provided is Used
ENERGY STAR ID	Enter ENERGY STAR ID for the measure (available at https://www.energystar.gov/pr oductfinder/?s=mega).	 Review of measure. ENERGY STAR ID is used to populate data about the feature in other pre-populated fields.
Quantity	Enter the number of measures being installed.	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.	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.	Post-project QA/QC.
Lighting Technology Wattage Being Replaced	Specify the total wattage of the lighting being replaced.	Used for estimating energy savings achieved.
Lighting Technology Being Replaced – Downlight Fixtures and Retrofit Kits	Select from the list the technology being replaced: T5 T8 T12 Incandescent Halogen CFL Other	Used for estimating energy savings achieved.
Estimated Annual Hours of Operation	Enter the estimated annual hours of operation for one fixture.	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.	Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.

Design Cost	Enter design costs and include	Calculate eligible incentive.
	all other costs as indicated on	 Post-project QA/QC.
	the invoice/final quote.	

EXTERIOR LED FIXTURE – FLOOD OR POLE MOUNT

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	 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.	Post-project QA/QC.
Lighting Technology Wattage Being Replaced	Specify the total wattage of the lighting being replaced.	 Used for estimating energy savings achieved.
Lighting Technology Being Replaced – Exterior LED Fixture – Floor or Pole Mount	Select from the list the technology being replaced: Metal Halide High Pressure Sodium Halogen Incandescent	Used for estimating energy savings achieved.
Estimated Annual Hours of Operation	Enter the estimated annual hours of operation for one fixture.	Used for estimating energy savings achieved.
DLC ID	Enter Product ID for the measure (available at https://www.designlights.org/s earch/).	Post-project QA/QC.
DLC Category	Enter category of the measure (available at https://www.designlights.org/s earch/).	Post-project QA/QC.
Lumen Output	Enter the lumen value as provided in the specification sheet.	Post-project QA/QC.
Location Installed - Exterior LED Fixture - Wall Pack or Canopy	Indicate the location where it is being installed: • Wall Pack • Canopy • Pole-Mounted • Other	Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.

EXTERIOR LED FIXTURE – WALL PACK OR CANOPY

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	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.	Post-project QA/QC.
Lighting Technology Wattage Being Replaced	Specify the total wattage of the lighting being replaced.	 Used for estimating energy savings achieved.
Lighting Technology Being Replaced – Exterior LED Fixture – Wall Pack or Canopy	Select from the list the technology being replaced: Metal Halide High Pressure Sodium Fluorescent Halogen Incandescent	Used for estimating energy savings achieved.
Estimated Annual Hours of Operation	Enter the estimated annual hours of operation for one fixture.	Used for estimating energy savings achieved.
DLC ID	Product ID for the measure (available at https://www.designlights.org/s earch/).	Post-project QA/QC.
DLC Category	Category of the measure (available at https://www.designlights.org/s earch/).	Post-project QA/QC.
Lumen Output	Enter the lumen value as provided in the specification sheet.	Post-project QA/QC.
Location Installed - Exterior LED Fixture - Wall Pack or Canopy	Indicate the location where it is being installed: • Wall Pack • Canopy • Pole-Mounted • Other	Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.

Design Cost	Enter design costs and include	Calculate eligible incentive.
	all other costs as indicated on	Post-project QA/QC.
	the invoice/final quote.	

LED EXIT SIGNS

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	• 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.	Post-project QA/QC.
Lighting Technology Wattage Being Replaced	Specify the total wattage of the lighting being replaced.	Used for estimating energy savings achieved.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.

LINEAR LED FIXTURE / TROFFER FIXTURES AND KITS

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	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.	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.	Post-project QA/QC.
Lighting Technology Wattage Being Replaced	Specify the total wattage of the lighting being replaced.	 Used for estimating energy savings achieved.
Lighting Technology Being Replaced – Linear Fixture OR Lighting Technology Being Replaced – Troffer Fixtures and Kits	Select from the list the technology being replaced: T5 T8 T12 Incandescent Other	Used for estimating energy savings achieved.
Estimated Annual Hours of Operation	Enter the estimated annual hours of operation for one fixture.	Used for estimating energy savings achieved.
DLC ID	Enter Product ID for the measure (available at https://www.designlights.org/s earch/).	Post-project QA/QC.
DLC Category	Enter category of the measure (available at https://www.designlights.org/s earch/).	Post-project QA/QC.
Lumen Output	Enter the lumen value as provided in the specification sheet.	Post-project QA/QC.
Location Installed	Indicate the location where it is installed in the building e.g., Office, Maintenance Room, Freezer, Ceiling, Outdoor Wall etc.	Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.

Labour Cost	Enter labour costs as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.

REFRIGERATED CASE LIGHTING

- 2-4 foot horizontal
- 4-6 foot vertical

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	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.	Post-project QA/QC.
Lighting Technology Wattage Being Replaced	Specify the total wattage of the lighting being replaced.	Used for estimating energy savings achieved.
Estimated Annual Hours of Operation	Enter the estimated annual hours of operation for one fixture.	Used for estimating energy savings achieved.
DLC ID	Enter Product ID for the measure (available at https://www.designlights.org/s earch/).	Post-project QA/QC.
DLC Category	Enter category of the measure (available at https://www.designlights.org/s earch/).	Post-project QA/QC.
Lumen Output	Enter the lumen value as provided in the specification sheet.	Post-project QA/QC.
Length (inches)	Enter the length for the refrigerated case lighting.	Calculate eligible incentive.
Location Installed – Refrigeration Case Lighting	Select from the list the location where it is installed in the building: • Freezer • Refrigerator	Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.

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.	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.	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.	Post-project QA/QC.
Estimated Annual Hours of Operation	Enter the estimated annual hours of operation for one fixture.	Used for estimating energy savings achieved.
Is a Control Being Replaced?	Select either Yes or No.	Used for estimating energy savings achieved.
What is Lighting Wattage being Controlled?	Specify the total wattage of the lighting (per measure) being controlled.	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.	Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.

Labour Cost	Enter labour costs per measure type as indicated on the invoice/final quote.	Calculate eligible incentive.Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	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.	Calculate eligible incentive.Post-project QA/QC.
Specification Sheet	Upload the specification sheet for the measure.	Post-project QA/QC.
	Indicate/circle which specific equipment is being used for project.	
Building Type Installed	Define the building type in the text field e.g., Retail, Warehouse, Industrial, Office, Theatre, Private School, Private Healthcare etc.	Post-project QA/QC.
Estimated Annual Hours of Operation	Enter the estimated annual hours of operation for one fixture.	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.	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.	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.	Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/ final quote.	Calculate eligible incentive.Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/ final quote.	Calculate eligible incentive.Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/ final quote.	Calculate eligible incentive. Post-project QA/QC.

GREENHOUSE TOP LIGHTING

• Linear or Compact fixture from <600 umol/s to > 2,000 umol/s

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	Calculate eligible incentive.Post-project QA/QC.
DLC Product ID	Enter the DLC product ID (optional)	Post-project QA/QC.
Specification Sheet	Upload the specification sheet for the measure. Indicate/circle which specific equipment is being used for project.	Post-project QA/QC.
Estimated Annual Hours of Operation	Enter the estimated annual hours of operation for one fixture.	 Used for estimating energy savings achieved.
Per Unit Wattage of Lighting Being Replaced	Specify the wattage of lighting that is being replaced	Used for estimating energy savings achieved.
Technology of Lighting Being Replaced	Specify the technology of lighting that is being replaced	Post-project QA/QC.
Are you de-lamping by switching to LED?	Indicate Yes or No	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.	Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/ final quote.	Calculate eligible incentive.Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/ final quote.	Calculate eligible incentive.Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/ final quote.	Calculate eligible incentive.Post-project QA/QC.

STEP 5 OF PRE-PROJECT APPLICATION: ALL LIGHTING SYSTEM 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 at Appendix). Costs should be indicated separately for: Equipment and Material Labour Design and Others Taxes	 Cross-reference against provided costs. Calculate eligible incentive. Post-project QA/QC.
Electricity Bill for Facility	Upload the most recent electricity bill available for the facility.	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 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:

