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CES Program Refrigeration and Food Services Checklist

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Table of Contents

INTRODUCTION

This document is intended as a guide to support the submission of accurate and complete Refrigeration and Food Services project applications. All applicants with Refrigeration and Food Services projects 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 Refrigeration and Food Services 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 CONTORLS

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	• Used to calculate eligible incentive. • Post-project QA/QC.
Existing Heater kW Rating	Enter wattage rating of existing heater in kW.	• Used for estimating energy savings achieved.
Door Type	Select from list the door type: • Slide • Swing	• Post-project QA/QC.
Age of Cooler/Freezer (Years)	Enter age of cooler/freezer in years.	• Used for estimating energy savings achieved.
Specification Sheet	Upload the specification sheet for the measure. Indicate/circle which specific equipment is being used for project.	• 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.

AUTOMATIC DOOR CLOSER

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	• Used to 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.
Height of Existing Doorway (Feet)	Enter height of existing doorway in feet.	• Post-project QA/QC.
Width of Existing Doorway (Feet)	Enter width of existing doorway in feet.	• Post-project QA/QC.
Doorway Area (Square Feet)	Enter square footage area of doorway.	• Post-project QA/QC.
Volume Refrigerator or Cooler Space (Cubic Feet)	Enter volume of refrigerator or cooler space in cubic feet.	• Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	• Used to calculate incentive cap. • Post-project QA/ QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	• Used to calculate incentive cap. • Post-project QA/ QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	• Used to calculate incentive cap. • Post-project QA/ QC.

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 https://www.energystar.gov/ productfinder/?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.	• Used to calculate eligible incentive. • Post-project QA/QC.
Specification Sheet of New Ice Maker	Upload the specification sheet for the measure. Indicate/circle which specific equipment is being used for project.	• Post-project QA/QC.
Harvest Rate of Existing Ice Maker	Enter harvest rate of existing ice maker.	• Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	• Used to calculate incentive cap. • Post-project QA/ QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	• Used to calculate incentive cap. • Post-project QA/ QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	• Used to calculate incentive cap. • Post-project QA/ QC.

EVAPORATOR FAN CONTROL

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	• Used to 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.
Area Served by Evaporators (Square Feet)	Enter square footage area served by evaporators.	• Post-project QA/QC.
Age of Evaporators (Years)	Enter age of evaporators in years.	• Post-project QA/QC.
HP of Evaporator Motors	Enter HP of evaporator motor. If multiple motors are installed, then enter the average HP of all motors.	• Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	• Used to calculate incentive cap. • Post-project QA/ QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	• Used to calculate incentive cap. • Post-project QA/ QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	• Used to calculate incentive cap. • Post-project QA/ QC.

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.	• Used to 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.
Age of Refrigerated Case (Years)	Enter age of refrigerated case in years.	• Post-project QA/QC.
Hours per Day Case is Covered (Hours)	Enter the number of hours per day case is covered.	• Post-project QA/QC.
Low or High Temperature Case	Select either Low Temperature or High Temperature.	• Post-project QA/QC.
Case Length (Feet)	Enter height of case in feet.	• Post-project QA/QC.
Case Orientation	Select from the list the case orientation: • Horizontal • Vertical • Semi-vertical	• Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	• Used to calculate incentive cap. • Post-project QA/ QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	• Used to calculate incentive cap. • Post-project QA/ QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	• Used to calculate incentive cap. • Post-project QA/ QC.

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.	• Used to 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.
Height of Existing Doorway (Feet)	Enter height of existing doorway in feet.	• Post-project QA/QC.
Width of Existing Doorway (Feet)	Enter width of existing doorway in feet.	• Post-project QA/QC.
Doorway Area (Square Feet)	Enter square footage area of doorway.	• Used to calculate eligible incentive. • Post-project QA/ QC.
Volume of Refrigerator or Cooler Space (Cubic Feet)	Enter volume of refrigerator or cooler space in cubic feet.	• Post-project QA/QC.
Age of Compressors (Years)	Enter age of compressors in years.	• Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	• Used to calculate incentive cap. • Post-project QA/ QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	• Used to calculate incentive cap. • Post-project QA/ QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	• Used to calculate incentive cap. • Post-project QA/ QC.

DEMAND CONTROL KITCHEN VENTILATION

- Demand Control Kitchen Ventilation (up to 5,000 CFM)
- Demand Control Kitchen Ventilation (5,001 CFM – 10,000 CFM)
- Demand Control Kitchen Ventilation (10,001 CFM – 15,000 CFM)

Field	What to Enter	How Data or Input Provided is Used
Quantity	Quantity of measure being installed.	• Used to 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 the project.	• Post-project QA/QC.
Equipment Annual Operating Hours	Enter the estimated hours the measure runs for each year.	• Post-project QA/QC.
Manufacturer Name	Enter the manufacturer name.	• Post-project QA/QC.
Model Number	Enter the model number.	• Post-project QA/QC.
CFM	Enter the CFM of the exhaust fan from the hood.	• Confirm incentive calculation • Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	• Calculate incentive cap. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	• Calculate incentive cap. • Post-project QA/QC.
Design Cost	Enter design costs as indicated on the invoice/final quote.	• Calculate incentive cap. • Post-project QA/QC.

GRIDDLE

- ENERGY STAR Gas-Fired Griddles
- ENERGY STAR Electric-Fired Griddles

Field	What to Enter	How Data or Input Provided is Used
Quantity	Quantity of measure being installed.	• Used to 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 the project.	• Post-project QA/QC.
ENERGY STAR ID	Enter the seven-digit numerical ID.	• Confirm measure eligibility
Equipment Annual Operating Hours	Enter the estimated hours the measure runs for each year.	• Post-project QA/QC.
Manufacturer Name	Enter the manufacturer name.	• Post-project QA/QC.
Model Number	Enter the model number.	• Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.

HIGH TEMPERATURE DISHWASHER

- ENERGY STAR Dishwasher – High Temperature – Under Counter
- ENERGY STAR Dishwasher – High Temperature – Stationary Single Tank Door
- ENERGY STAR Dishwasher – High Temperature – Single Tank Conveyor
- ENERGY STAR Dishwasher – High Temperature – Multi-Tank Conveyor

Field	What to Enter	How Data or Input Provided is Used
Quantity	Quantity of measure being installed.	• Used to 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 the project.	• Confirm measure eligibility • Post-project QA/QC.
ENERGY STAR ID	Enter the seven-digit numerical ID.	• Confirm measure eligibility
Equipment Annual Operating Hours	Enter the estimated hours the measure runs for each year.	• Post-project QA/QC.
Manufacturer Name	Enter the manufacturer name.	• Post-project QA/QC.
Model Number	Enter the model number.	• Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.

HOT FOOD HOLDING CABINET

- ENERGY STAR Hot Food Holding Cabinet – Full Size
- ENERGY STAR Hot Food Holding Cabinet – 3/4 Size
- ENERGY STAR Hot Food Holding Cabinet – 1/2 Size

Field	What to Enter	How Data or Input Provided is Used
Quantity	Quantity of measure being installed.	• Used to 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 the project.	• Confirm measure eligibility. • Post-project QA/QC.
ENERGY STAR ID	Enter the seven-digit numerical ID.	• Confirm measure eligibility.
Equipment Annual Operating Hours	Enter the estimated hours the measure runs for each year.	• Post-project QA/QC.
Manufacturer Name	Enter the manufacturer name.	• Post-project QA/QC.
Model Number	Enter the model number.	• Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.

LARGE VAT FRYER

- ENERGY STAR Gas-Fired Large Vat Fryer
- ENERGY STAR Electric-Fired Large Vat Fryer

Field	What to Enter	How Data or Input Provided is Used
Quantity	Quantity of measure being installed.	• Calculate the 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.	• Confirm measure eligibility. • Post-project QA/QC.
ENERGY STAR ID	Enter the seven-digit numerical ID.	• Confirm measure eligibility.
Equipment Annual Operating Hours	Enter the estimated hours the measure runs for each year.	• Post-project QA/QC.
Manufacturer Name	Enter the manufacturer name.	• Post-project QA/QC.
Model Number	Enter the model number.	• Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.

STANDARD VAT FRYER

- ENERGY STAR Gas-Fired Standard Vat Fryer
- ENERGY STAR Electric-Fired Standard Vat Fryer

Field	What to Enter	How Data or Input Provided is Used
Quantity	Quantity of measure being installed.	• Calculate the 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.	• Confirm measure eligibility • Post-project QA/QC.
ENERGY STAR ID	Enter the seven-digit numerical ID.	• Confirm measure eligibility.
Equipment Annual Operating Hours	Enter the estimated hours the measure runs for each year.	• Post-project QA/QC.
Manufacturer Name	Enter the manufacturer name.	• Post-project QA/QC.
Model Number	Enter the model number.	• Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.

STEAM COOKER

- ENERGY STAR Gas-Fired Steam Cooker
- ENERGY STAR Electric-Fired Steam Cooker

Field	What to Enter	How Data or Input Provided is Used
Quantity	Quantity of measure being installed.	• Used to 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 the project.	• Confirm measure eligibility. • Post-project QA/QC.
ENERGY STAR ID	Enter the seven-digit numerical ID.	• Confirm measure eligibility.
Equipment Annual Operating Hours	Enter the estimated hours the measure runs for each year.	• Post-project QA/QC.
Manufacturer Name	Enter the manufacturer name.	• Post-project QA/QC.
Model Number	Enter the model number.	• Post-project QA/QC.
Number of Pans	Enter the number of pans.	• Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.

OVENS

- ENERGY STAR Gas-Fired Convection Oven
- ENERGY STAR Gas-Fired Combination Oven
- ENERGY STAR Gas-Fired Rack Oven – Single
- ENERGY STAR Gas-Fired Rack Oven – Double
- Gas-Fired Conveyor Oven
- ENERGY STAR Electric-Fired Convection Oven – Full Size
- ENERGY STAR Electric-Fired Convection Oven – Half Size

Field	What to Enter	How Data or Input Provided is Used
Quantity	Quantity of measure being installed.	• Used to calculate eligible incentive. • Post-project QA/QC.
ENERGY STAR ID *This is not needed for Gas-Fired Conveyor Ovens*	Enter the seven-digit numerical ID.	• Confirm measure eligibility.
Specification Sheet	Upload the specification sheet for the measure. Indicate/circle which specific equipment is being used for the project.	• Confirm measure eligibility. • Post-project QA/QC.
ENERGY STAR ID *This is not needed for Gas-Fired Conveyor Ovens*	Enter the seven-digit numerical ID.	• Confirm measure eligibility.
Equipment Annual Operating Hours	Enter the estimated hours the measure runs for each year.	• Post-project QA/QC.
Manufacturer Name	Enter the manufacturer name.	• Post-project QA/QC.
Model Number	Enter the model number.	• Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs as indicated on the invoice/final quote.	• Calculate the eligible incentive. • Post-project QA/QC.

STEP 5 OF PRE-PROJECT APPLICATION: ALL REFRIGERATION AND FOOD SERVICES 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: • Equipment and Material, • Labour, • Design and Others, and • Taxes.	• 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.	• 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
- 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:

	Company Address:	xxxx		
Company Logo	Website:	xxxx		
	Phone:	xxxx		

PROJECT NAME:	XXXX	Project Start Date:	xxxx
		Project Completion Date:	xxxx

Applicant Company:	xxxx		
Applicant Name:	xxxx	Quote #:	xxxx
Facility Address:	xxxx	Date:	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