

Customer Checklist for Commercial & Industrial Lighting Retrofits

Have a plan.

Schedule a FREE lighting audit with one of Mason County PUD No. 3's conservation technicians.

Date: _____ Time: _____ Technician's Name: _____

They will help you answer the following questions and verify your existing lighting:

- What kinds of fixtures are currently installed?
- What kinds of ballasts are currently installed?
- What is the existing lamp wattage?
- What are the existing heat types and the hours of operation for your facility?

The PUD 3 conservation technician will go back to the office and enter your existing lighting specifications into the BPA calculator to discover your estimated energy savings.

GET PRE-APPROVAL before starting the lighting retrofit.

Select an electrician, lighting vendor, or contractor and obtain bids for the project. The installed fixtures must be found on the Consortium for Energy Efficiency (CEE) list, the Design Lights Consortium (DLC) list, the Lighting Design Lab (LDL) list, the ENERGY STAR qualified products list, or must have accompanying LM-79 qualification documentation and meet utility approval.

To obtain an incentive, DO NOT START THE PROJECT until you have signed a PUD 3 Non-Residential Lighting Energy Conservation Implementation Agreement. Once the agreement is executed by both parties, you may proceed with the project.

Notify the PUD 3 conservation department once your project is complete.

Schedule a post installation inspection with a PUD 3 conservation technician for visual verification of installed fixtures.

Date: _____ Time: _____ Technician's Name: _____

Send the PUD 3 conservation department the following items:

- Labor and material invoices
- Copies of Washington State Labor & Industries (L&I) electrical permit, and other associated project permits
- Manufacturer and model number of lamps and ballasts as found on the qualified product lists
- Cut sheets (product information sheets) of each type of installed fixture
- Completed Lighting Waste Disposal Form for lamps and PCB ballasts, or disposal receipt.

The PUD 3 conservation department will process the incentive after all criteria are met.