

El Paso Electric

NM Commercial Comprehensive Program

Remote Site Inspection Checklist: Commercial HVAC



Due to potential impacts from COVID-19, Frontier Energy guided remote inspections/desk reviews may substitute Frontier Energy onsite inspections.

Before Scheduling Remote Site Pre-Inspection:

- Confirm program eligibility of the location. Location must reside in New Mexico and receive electric service from El Paso Electric. To confirm eligibility, please contact:

Chris Stanaland

Frontier Energy

Energy Efficiency Program Consultant

cstanaland@frontierenergy.com

(575) 200-1434

Tony Reyes

El Paso Electric

Sr. Energy Efficiency Program Coordinator

Antonio.Reyes@epelectric.com

(915) 487-1521

- Once project eligibility has been confirmed, please contact Chris Stanaland to schedule the remote site pre/post inspection and submit the following information.
 - Commercial HVAC Calculator (This calculator can be found on the EPE Saver website under the commercial HVAC tab at <https://www.epesaver.com/services/commercial-cooling/>). The HVAC Calculator requires:
 - ✓ Customer/Company Name, Service Address, Account or Meter Number, Building Type
 - ✓ AHRI Certificate Number, Equipment Type, Model Number and Capacity of Unit
 - ✓ Part and Full Load Efficiency Ratings from AHRI Certificate
 - Submit the HVAC specifications of the new unit you plan on installing.

Remote Site Pre-Inspection:

Please note that New Construction projects do not require pre-inspection, as eligibility is determined from plan submittals.

- Once the pre-inspection has been scheduled with Chris Stanaland and you have access to the project location, call Chris at (575) 200-1434 to conduct the Frontier Energy guided remote site pre-inspection. If you are unable to gain access to a certain space type or a space type is found unsafe during your initial or current visit, please notify the program consultant for guidance before the start or during the remote site inspection.
- During the first part of the inspection, you will be asked to access the rooftop or mechanical room where the HVAC units that you plan on replacing are located. At this time, you may be asked to take pictures of the following:
 - HVAC units that are installed (See Figure 1.1 and 1.2)
 - Nameplate of HVAC units that are installed (See Figure 1.3 and 1.4)



Figure 1.1 (Sample picture of HVAC unit)



Figure 1.2 (Sample picture of HVAC unit)

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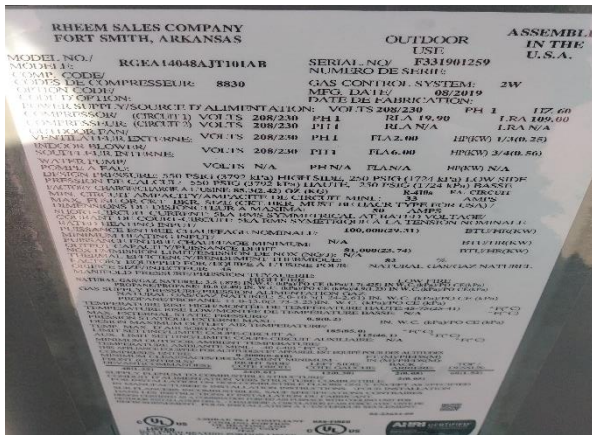


Figure 1.3 (Sample picture of HVAC unit nameplate)

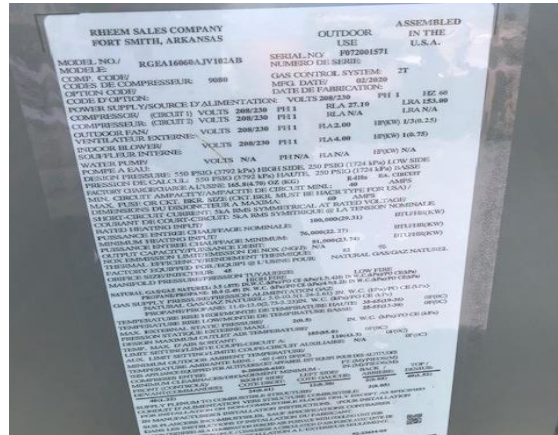


Figure 1.4 (Sample picture of HVAC unit nameplate)

- The program consultant will then ask you to provide the following information:
 - Project start and end date.
 - Building/space type or operating schedule
 - HVAC specifications for new equipment (if not previously provided)
- Once the program consultant has gathered all the information needed for their review, you will be asked to email the pictures taken during the inspection to Chris Stanaland or submit them through EPE’s online application system at <https://www.epesaver.com/services/commercial-cooling/>.

Before Scheduling Remote Site Post-Inspection:

- Complete HVAC replacement project or new construction project.
- For new construction projects, if project submittals and building plans have not been submitted, please submit the required information to Chris Stanaland. For retrofit projects, please email the final Commercial HVAC Calculator to Chris Stanaland prior to the post-inspection.
- For all HVAC project types, please submit the following information to Chris Stanaland.
 - Customer signed “Customer Acknowledgment Form” (“Project Info” tab of HVAC Calculator)
 - **W9** (signed and dated)
 - “Paid” invoice, clearly showing HVAC type or model number that was installed, counts for supplied products, EPE rebate discount, and the customer’s total cost.
- Once the previous steps have been completed, please contact Chris Stanaland to schedule a remote site post-inspection.

Remote Site Post-Inspection:

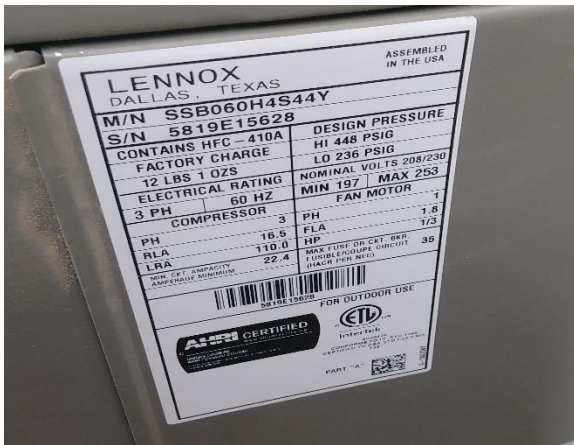
- Once the post-inspection has been scheduled with Chris Stanaland and you have access to the project location, call Chris at (575) 200-1434 to conduct the Frontier Energy guided remote post-inspection. If you are unable to gain access to a certain space type or a space type is unsafe during your initial visit or current visit, please notify the program consultant for guidance before the start or during the remote site post-inspection.
- During the first part of the inspection, you will be asked to access the rooftop or mechanical room where the HVAC units were installed. At this time, you may be asked to take pictures of the following:
 - HVAC units that were installed (See Figure 1.5 and 1.6)
 - Name plate of HVAC units that were installed (See Figure 1.7 and 1.8)



(Figure 1.5 Sample picture of HVAC unit)



(Figure 1.6 Sample picture of HVAC unit)



(Figure 1.7 Sample picture of HVAC unit nameplate)



(Figure 1.8 Sample picture of HVAC unit nameplate)

- The program consultant will then ask you the following questions:
 - HVAC specifications for new equipment (if not previously provided)
 - Building/space type or operating schedule (if different from previous)
- Once the program consultant has gathered all the information needed for their review, you will be asked to email the pictures that were taken during the inspection to Chris Stanaland or submit them through EPE's online application system at <https://www.epesaver.com/services/commercial-cooling/>.