

# El Paso Electric

## NM Commercial Comprehensive Program Remote Site Inspection Checklist: Lighting



**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  
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Sr. Energy Efficiency Program Coordinator  
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- Gain access to the project location. Make sure you have permission to access all space types for your project location. If you are unable to gain access to a certain space type or that space type is unsafe, please take note of that location and notify the program consultant during the remote site inspection.

Fill out the NM Lighting Survey Form (LSF). A copy of the customer's fire escape floor plan, or drawing your own floor plan, may be helpful to you in recording light counts for each space type. When filling out the LSF and walking through each space type, take note of the following information.

#### For Interior Fixtures:

- The space types
- The types and number of fixtures that are installed
- Wattages of equipment that is installed
- The types and number of control devices for fixtures (simple switch, occupancy sensor, and/or other)
- How the space is cooled (refrigerated cooling, evaporative cooling, and/or other)

#### For Exterior Fixtures:

- The types and number of fixtures that are installed
- Wattages of equipment that is installed
- The types and number of control devices for fixtures (photocell or timeclock). If the control device is a timeclock, please take note of the hours of operation.

- Once the previous steps have been completed, please contact Chris Stanaland and submit the following information. Information can be emailed to Chris Stanaland or submitted through EPE's online application system at <https://www.epesaver.com/services/lighting/>.
  - The filled out NM Lighting Survey Form
  - New lamp/fixture specifications that you plan on installing
  - Provide documentation of building layout or if applicable, use the fire escape plan

### 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 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 inspection.
  
- During the first part of the inspection, you will be asked to do a walk-around of the interior portion of the project, if applicable. At this time, you may be asked to take pictures of the following for each space type:
  - The types of fixtures that are installed (See Figure 1.1 and 1.2)
  - Number of lamps in each fixture (See Figure 1.3)
  - Wattages of equipment that is installed (See Figure 1.4 and 1.5)
  - Control devices for fixtures (See Figure 1.6)



Figure 1.1 (Sample picture of ceiling fixtures)



Figure 1.2 (Sample picture of ceiling fixtures)



Figure 1.3 (Sample picture of number of lamps)



Figure 1.4 (Sample picture of lamp wattage)



Figure 1.5 (Sample picture of lamp wattage)



Figure 1.6 (Sample picture of a control device)

- After the interior portion of the inspection is completed, you will be asked to do a walk-around of the exterior portion of the project, if applicable. At this time, you may be asked to take pictures of the following:
  - The types of fixtures that are installed (See Figure 1.7, 1.8 and 1.9)
  - Wattages of equipment that is installed. If this cannot be done, the program consultant may ask you to take a close-up picture of the lamp, and on a later date when the fixture is replaced to then take a picture of the lamp that was originally in the fixture. (See Figure 1.10 and 1.11)
  - The control device for exterior fixtures (Photocell or Timeclock). If the control device is a timeclock, please notify the program consultant of the hours of operation and take a picture of the timeclock settings. (See Figure 1.12)

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Figure 1.7 (Sample picture of Pole lighting)



Figure 1.8 (Sample picture of wall pack fixtures)



Figure 1.9 (Sample picture of exterior fixtures)



Figure 1.10 (Sample picture of lamp wattage)



Figure 1.11 (Sample picture of lamp wattage)



Figure 1.12 (Sample picture of a control device)

- After the exterior portion of the inspection is completed, the program consultant may ask you the following questions
  - Start and end date for this project
  - New lamp/fixture specifications that you plan on installing (if information was not previously provided)
  - Your updated contact information
- Once the program consultant has gathered all the information needed for their review, you will be asked to email or submit the pictures that were taken during the inspection. Please note you can email the pictures to Chris Stanaland or submit them through EPE's online application system at <https://www.epesaver.com/services/lighting/>.

### Before Scheduling Remote Site Post-Inspection:

- Complete lighting retrofit or new construction project.
- For a new construction project, if project submittals and building plans have not been submitted, please submit the required information to Chris Stanaland. For retrofit projects, please email final LSF to Chris Stanaland prior to post-inspection.
- For all lighting project types, please submit the following information to Chris Stanaland.
  - Customer Signed "**Customer Acknowledgment Form**"
  - **W9** (Signed and Dated)
  - "**Paid**" **Invoice**, clearly showing qualified lighting products, counts for supplied products, EPE Rebate and Customer cost
- Once the previous steps have been completed, please contact Chris Stanaland to schedule a remote site post-inspection.

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### Remote Site Post-Inspection:

- 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 post-inspection. If you are unable to gain access to a certain space type or a space type is unsafe during your initial visits 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 do a walk around of the interior portion of the project if applicable. At this time, you may be asked to take pictures of the following for each space type.
  - The types of fixtures that were installed (See Figure 1.13 and 1.14)
  - Number of lamps installed in each fixture (See Figure 1.15)
  - Wattages of equipment that was installed (See Figure 1.16 and 1.17)
  - Control devices for fixtures, if installed (See Figure 1.18)

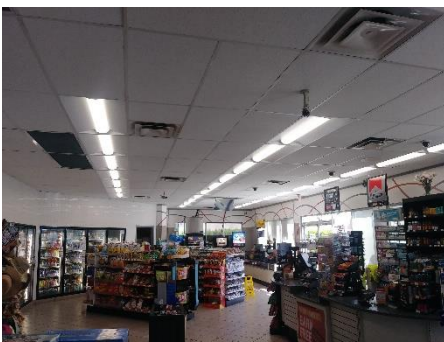


Figure 1.13 (Sample picture of ceiling fixtures)



Figure 1.14 (Sample picture of ceiling fixtures)



Figure 1.15 (Sample picture of Number of lamps)



Figure 1.16 (Sample picture of equipment wattage)

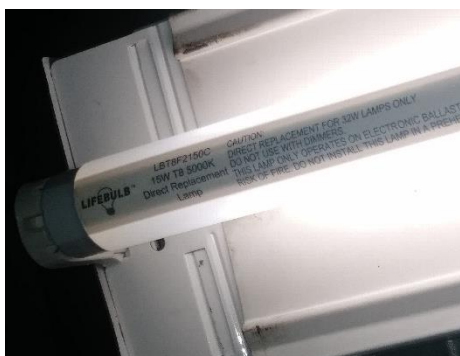


Figure 1.17 (Sample picture of equipment wattage)



Figure 1.18 (Sample picture of a control device)



- After the interior portion of the inspection is completed, you will be asked to do a walk around of the exterior portion of the project if applicable. At this time, you may be asked to take pictures of the following:
  - The types of fixtures that are currently installed (see Figure 1.19, 1.20 and 1.21)
  - Wattages of equipment that is currently installed; if this cannot be done, the program consultant may ask you to take a close-up picture of the fixture or lamp and highlight the fixture/lamp on the invoice (see Figure 1.22 and 1.23)
  - The control devices for exterior fixtures (photocell or timeclock); if the control device is a timeclock, please notify the program consultant of the hours of operation and take a picture of the timeclock settings (see Figure 1.24)



Figure 1.19 (Sample picture of Pole lighting)



Figure 1.20 (Sample picture of wall pack fixtures)



Figure 1.21 (Sample picture of exterior fixtures)



Figure 1.22 (Sample picture of lamp wattage)



Figure 1.23 (Sample picture of lamp wattage)

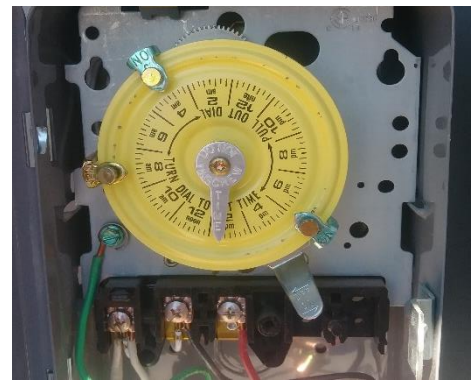


Figure 1.24 (Sample picture of a control device)

- After the exterior portion of the inspection is completed, the program consultant may ask you the following questions:
  - Confirmation of fixture count
  - New lamp/fixture specifications that have been installed (if information was not previously supplied)
  - Your updated contact information
- Once the program consultant has gathered all the information needed for their review, you will be asked to email or submit the pictures that were taken during the inspection. Please note you can email the pictures to Chris Stanaland or submit them through EPE's online application system at <https://www.epesaver.com/services/lighting/>.
- Once all the information and pictures are submitted, Frontier's program consultant will process the rebate application and submit your project for payment. EPE Incentive processing can take up to 4-6 weeks.