



# Commercial Lighting Project Check List

## All Commercial Lighting Projects must be pre-approved

To schedule an appointment, turn in application or have questions please call Lorraine Best or David Lopez at 541-4433

A walk through of the facility with MEC Representative and electrician is necessary to collect data of existing fixtures that is to be removed.

Electrician \_\_\_\_\_ Phone number \_\_\_\_\_

Location of Project \_\_\_\_\_ Hours of operation \_\_\_\_\_

MEC representative will input collected data into a calculator to get existing KWH used and give the facility a list of qualifying items.

**Member is responsible for submitting the following documents to MEC for proposal of project.**

### ***Proposed Invoice detailing***

\_\_\_\_\_ Lamp Manufacture \_\_\_\_\_ Fixture Brand Name and Model Number

\_\_\_\_\_ Ballast Brand Name and Model Number \_\_\_\_\_ Manufacture and Brand Name of Lamps

\_\_\_\_\_ Quantity of Fixtures \_\_\_\_\_ Quantity of Lamps

\_\_\_\_\_ Cut sheets \_\_\_\_\_ Hours of operation

\_\_\_\_\_ Document detailing how and who is going to dispose of the old fixtures.

**Member is to schedule an appointment with an MEC Representative to come out and verify the following before they are installed.**

\_\_\_\_\_ Fixture Brand Name and Model Number

\_\_\_\_\_ Ballast Manufacture and Model Number

\_\_\_\_\_ Lamp Manufacturer

**After the project is complete Member is to schedule with an MEC Representative to do a walk through and verify what was installed.**

### ***Member provides***

\_\_\_\_\_ How entity is going to dispose of fixtures

\_\_\_\_\_ Cut sheets

\_\_\_\_\_ Final invoice detailing manufacture, brand name, model number of fixtures and lamps

\_\_\_\_\_ Hours of operation

### **Submitting completed project**

*After project has been completed, a walk through has been done and Member has provided MEC with all supporting documentation.*

**Incentive will be disbursed one month after BPA approval.**