

Commercial Lighting Incentive Checklist

- Conduct Lighting Audit / Complete KEC Audit Worksheet**
 - Complete the KEC Lighting Audit Work Sheet. Information will be used to complete the KEC Lighting Calculator

- Complete the KEC Lighting Calculator**
 - Information required to complete the KEC Lighting Calculator
 - Basic project information, primary building operating schedule and HVAC type
 - Space specific operating schedules and HVAC type
 - Space specific existing and proposed lighting types and quantities (manufacturer and model numbers for proposed equipment)
 - Project cost estimate (labor, materials and equipment)
 - Energy savings, simple payback and proposed incentive will be calculated by the Lighting Calculator

- Equipment Requirements**
 - T8 high performance lamps and ballasts must be CEE listed
 - LED lamps and fixtures must be Energy Star, DLC or LDL listed

- Submit Lighting Project to KEC for Pre-Approval**
 - Items Required for Pre-Approval
 - KEC Lighting Calculator
 - Cut sheets for fixtures, lamps, ballasts, and lighting controls
 - Project cost estimate (labor, materials and equipment)

- Project Installation**
 - Installations must match the equipment that was pre-approved. Project changes may change or negate the incentive

- Submit Completed Project to KEC for Final Approval & Incentive Payment**
 - Required documents
 - KEC Lighting Calculator updated with any project changes
 - Cut sheets for any equipment not previously approved
 - Invoices stating all project costs, equipment quantities installed and model numbers