

Instructions

This lighting worksheet should be used for commercial lighting projects that are not included in the standard prescriptive commercial lighting incentive agreements. Prior to any installation, please completely fill out the worksheet and submit it to your Avista Account Executive. For a listing of Avista Account Executives, go to: myavista.com/bizhelp.

SECTION 1 – CUSTOMER AND VENDOR INFORMATION

Important Notice: It is required to fill out a separate worksheet for each meter number. Please refer to your Avista bill for your meter number.

Please do not use master account numbers as they represent more than one account number.

Please provide and complete all customer and vendor information requested. Enter the names, addresses and phone numbers.

Check the lighting project type: New Construction, Remodel/Redesign or a Retrofit.

Note: New Construction includes new building construction, major remodel or when a lighting project redesign has more than a 20% fixture reduction.

SECTION 2 – EXISTING LIGHTING INFORMATION

Note: Please leave a blank line between each retrofit description.

Please complete all required existing fixture information. For new construction projects use current energy code lighting as your baseline.

The following information is required:

- 2.1 Please provide existing fixture quantity.
- 2.2 Enter total lamp & fixture wattage (total fixture input wattage).
- 2.3 Describe the existing fixtures or new construction baseline fixtures.
- 2.4 Enter the number of lamps per fixture (list "LED" for LEDs).
- 2.5 Lighting location: Is this space heated? Yes (Y) or No (N)
- 2.6 Is the lighting area air conditioned? Yes (Y) or No (N)
- 2.7 Is there an existing occupancy or daylight sensor in this lighting area? Yes (Y) or No (N)
- 2.8 Estimate hours per week this lighting is operating/on.
- 2.9 Choose lighting location: Interior (I) or Exterior (E).

SECTION 3 – PROPOSED LIGHTING INFORMATION

Please provide the proposed lighting (lamps and fixture) information.

It is a requirement to use current version qualified Design Lights Consortium (DLC) or Energy Star® rated products. Go to www.designlights.org/search or www.energystar.gov/productfinder for the qualified products list.*

It is a requirement to provide a screen shot of the proposed LED lighting from the qualified list and a manufacturer product cut sheet. Use a recent screen shot that is less than one week old as lists change frequently.

- 3.1 Enter proposed fixture quantity.
- 3.2 Enter the total lamp & fixture input wattage.
- 3.3 Describe the proposed lighting fixture. It is required to provide the lighting manufacturer name and complete model number.
- 3.4 Enter lamps per fixture.
- 3.5 Are any new occupancy or daylight sensors being installed with the new proposed lighting upgrades? If you are adding new sensors, please include new hours of operation.

*Non-Energy Star or Non-DLC listed products required for specialized applications or that do not otherwise fall into any DLC-defined "Primary Use Designations" (including the "Specialty" designation) may still be eligible for incentives and will be considered on a case-by-case basis.

SECTION 4 – COSTS OF THE PROPOSED LIGHTING

Note: It is required to separate out labor and materials costs per unit and provide total costs.

- 4.1 Enter unit cost.
- 4.2 Enter labor costs per unit. Labor costs are required for the project evaluation. If labor is performed "in-house" a statement of such is required listing man-hours and cost per hour.
- 4.3 Enter total project costs: materials, labor, disposal, lift rental, permit and taxes.