

Bright Rebates

Bright Rebates Project Checklist

[Pre-Installation & Application Phase]

- **Service Territory Verification:** The project facility is confirmed to be located within Tacoma Power's electrical service territory.
- **Rate Class Alignment:** The customer's electric rate class has been verified as Class B or Class G/HVG by Tacoma Power and entered accurately into the application workbook.
- **Operational Baseline:** Facility operating hours and HVAC inputs have been verified with facility staff and reflect realistic, documented schedules.
- **Data Consistency:** All baseline fixture types, counts, and ballast factors entered in the workbook perfectly align with the pre-installation site audit data.
- **Formal Authorization:** A project Agreement has been issued by Tacoma Power and signed by both parties, and a **Notice to Proceed (NTP)** has been received *prior* to ordering or installing any equipment.

[Product Eligibility & Technical Specs]

- **Application Documentation:** The following required documents have been submitted with the application:
 - Manufacturer specification sheets for all proposed LED equipment, explicitly showing the manufacturer name and full, exact model numbers.
 - Lighting layouts or photometric drawings (if applicable/available).
 - Comprehensive baseline photos capturing each major existing fixture type and overall room/space views.
- **Safety Certification:** All new lighting fixtures and sensors are certified by a nationally recognized testing laboratory (NRTL) such as UL or ETL.
- **Code & Permit Compliance:** All proposed lighting systems comply with the current Washington State Energy Code (WSEC), and all necessary electrical and building permits have been secured prior to installation.
- **Qualified Products List (QPL):** All installed LED lamps and fixtures are actively listed on an approved QPL, such as **DesignLights Consortium (DLC)** or **ENERGY STAR®**. For any unlisted specialty fixtures, an exception must be reviewed and formally approved by Tacoma Power program staff.

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[Advanced Controls & Exterior Lighting Control]

- **Networked Lighting Control (NLC) Documentation:** For projects utilizing NLC systems, the following technical documentation has been prepared and submitted:
 - A detailed Sequence of Operations (SOO).
 - Programming and configuration details for each control zone.
 - Lighting and control layout drawings mapping out each zone.
 - A manufacturer's commissioning/startup report or software dashboard screenshots verifying active, programmed control zones.
- **Exterior Lighting Controls:** For exterior fixtures claiming control incentives, the system incorporates occupancy sensors and/or time-based dimming. *Note: Standard photocells alone do not qualify for advanced control incentives.*

[Post-Installation & Closeout Phase]

- **Verification Readiness:** The project team and customer are prepared to accommodate a mandatory on-site post-inspection or a photo/video-based virtual verification if selected by Tacoma Power.
- **Assignment of Funds (If Applicable):** If the customer elects to direct incentive payments to a Trade Ally or third party via an Assignment of Funds form, the document is fully executed with the designated payee and final incentive amount clearly reconciled.
- **Co-Funding Disclosure:** Any other utility incentives, state/federal grants, or third-party funding associated with this specific project scope have been fully disclosed to Tacoma Power to prevent the duplication of incentives.
- **Incentive Minimum:** The project meets or exceeds the program's \$500 minimum incentive threshold.
- **Post-Installation Documentation:** Comprehensive post-installation photo or video evidence has been prepared. At a minimum, this includes:
 - For each distinct fixture type: Close-up photos, clear room/area views, and visible nameplate/specification label photos for each type of baseline and replacement fixture.
 - For flat-lens troffers and enclosed fixtures: Lens-removed photos showing the internal lamp configuration of the baseline fixture.
 - For restricted-access fixtures (e.g., high exterior poles, wall packs): Clear photos of the removed equipment and their nameplates to verify baseline wattage and type.

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- [] **Field-Adjustable Wattage & NLC Settings:** For wattage-selectable or network-controlled LED fixtures, photos clearly demonstrating the final, as-installed wattage settings (e.g., physical dip-switch/dial positions on the driver or software settings) have been captured. The workbook entries must exactly match these field settings.
- [] **Final Invoice Reconciliation:** A final itemized invoice reflecting the exact scope of work has been prepared, including materials, part numbers, quantities, disposal, labor, equipment rentals (e.g., lifts), and other associated costs. Invoice quantities and model numbers must **100% match** the final application workbook.
- [] **Environmental Compliance:** All decommissioned lamps, ballasts, and old equipment have been handled, disposed of, or recycled in strict accordance with applicable environmental regulations.