



Orcas Power and Light Cooperative

Commercial Lighting Upgrade Checklist

Pre- Installation Process:

Do I qualify?

Member must be a commercial business with a commercial tariff account with OPALCO.

How do I proceed?

- Know what kind of fixtures you currently have (fixture, ballasts, bulb wattage).
- Contact an Electrician or Lighting Specialist to assist you.
- GET PRE-APPROVED** for the lighting retrofit/upgrade. Contact the OPALCO Energy Savings team **BEFORE** any lighting fixtures are purchased.
- Schedule a pre-installation walk-through with the OPALCO Energy Savings team. The Energy Savings staff **must** visually verify existing light fixtures.
- Provide the OPALCO Energy Savings team with a quote from the electrician or lighting specialist with detailed information; manufacturer and model numbers for proposed lamps and ballast, and estimated costs.
- Submit a signed Commercial Lighting Upgrade Participation Agreement. Available on the OPALCO website (www.opalco.com/energy-savings/commercial/).
- To obtain a rebate, **do not start the project until you obtain a Notice to Proceed from the OPALCO Energy Savings team.**
- Once you have received a *Notice to Proceed* and have submitted a signed Commercial Lighting Participation form, you may proceed with the project.

Post- Installation Process:

- Notify the OPALCO Energy Savings team once the project is complete.
- Schedule a post installation walk-through for visual verification of installed fixtures as proposed.
- Submit paid labor and material invoices.
- Submit PCB ballast and lamp proper disposal verification.*
- Submit cut sheets for each different type of fixture installed.

Please note: Incentives are capped to 70% of the project cost and/or \$0.50/kWh.

The OPALCO Energy Savings team will process rebates after all criteria are met.

For assistance or to schedule a walk-through, contact the OPALCO's Energy Savings team at 360-376-3500.