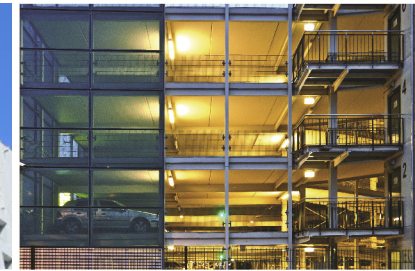




# Savings By Design Checklist

## Whole Building Approach



In order to reserve incentive funds for the project owner, the documents described below are needed for submittal when the design and all Title 24 documents are completed.

All documents must be electronic copies (.pdf for non-energy model files), not hard copies!

### Architectural (all only upon request)

- ✓ Exterior Elevations
- ✓ Site Plan
- ✓ Window Schedule
- ✓ Roof Plan (if project includes skylights)
- ✓ Reflected Ceiling Plan
- ✓ Manufacturers specification sheet for windows/glazing (cut sheets)

### Mechanical (all required)

- ✓ Mechanical Plans
- ✓ Mechanical Equipment Schedules

### Electrical (all required)

- ✓ Lighting Plans
- ✓ Lighting Fixture Schedule

### Plumbing (required if Domestic Hot Water is included)

- ✓ Plumbing Equipment Schedule

### Energy model files (required)

- ✓ Input files
- ✓ Output reports (if available)
- ✓ Performance-based Title 24 Report based on most current model (if available)

- Note: all model files should be from a program approved by the CEC.  
For more info, please see:

[http://www.energy.ca.gov/title24/2013standards/2013\\_computer\\_prog\\_list.html](http://www.energy.ca.gov/title24/2013standards/2013_computer_prog_list.html)



# Savings By Design Checklist

## Whole Building Approach

### Energy Efficiency Report – needs to include the following elements (required)

- ✓ A description of the project (number of stories, location, size, floor area, occupancy type, greenfield vs. gut rehab, etc.)
- ✓ Types, sizes, and descriptions of mechanical systems
- ✓ Description of lighting systems
- ✓ Basic envelope information (insulation types and R-values, glass manufacturer and specs, etc.)
- ✓ A list of energy efficiency measures considered and a list of measures implemented (can be a rehash of the above)
- ✓ Incremental costs
  - Incremental costs are the difference in cost between a) the minimally-compliant equipment and b) the energy efficient equipment specified in the project
  - Incremental costs can include design, material, and construction costs of incorporating energy efficient measures into the facility
- ✓ (Optional) Cost analysis (payback, lifecycle) of considered and implemented energy efficiency measures

### End Use Monitoring Incentive (optional)

- ✓ Copy of end use monitoring plan

**Questions?** Contact your PG&E account representative or field engineer for assistance. If you don't have an assigned PG&E contact, send an email to [savingsbydesign@pge.com](mailto:savingsbydesign@pge.com) and we'll help you get set up.