Instructions

This document can be used for the Comprehensive Option and High Performance Component in conjunction with the SAV-IT, 50% Inspection workbook or 100% Inspection workbook. The intent is to provide photo documentation of existing conditions to be upgraded (SAV-IT) or partial and fully completed work (50% and 100% project completion).

Stage 1 SAV-IT – Provide photo documentation of the existing conditions of building components that will be upgraded and all other applicable existing conditions.

Stage 2 50% Complete – Provide photo documentation of completed or partially completed measures. If a measure is partially complete, photo documentation should be included to support claimed percent complete.

Stage 3 100% Complete – Provide photo documentation of completed measures.

1. This file should be named as follows: *<Project Name> - <SAV-IT [or] 50% [or] 100%> Complete Photo Documentation*
2. Enter the project name and stage into the header.
3. For each type of measure, include all applicable measure #’s.
4. Do not copy and paste photos. Instead, click on <Insert Photo> and insert the photo from a file (select *Insert🡪Picture🡪From File* from the menu). Inserting will automatically resize the photos to fit the provided boxes. Another way to add photos that automatically resize is to drag the file for the photo directly into the provided box. Please make sure that all photos are clear so that the relevant content of the photo is identifiable. Photo file size is not an issue as long as all photos are compressed before submitting this document (see instructions below). You can re-size your photos before inserting them if this is easier for you.
5. Under each photo click on <Insert Note> and provide a description of the photo and information on where it was taken.
6. As necessary, copy and paste more of the photo boxes.
7. Before submitting this file, or converting the document to .pdf, please make sure to compress all photos. One way this can be achieved is with Microsoft Word, Click on a Photo🡪Formatting Menu🡪Compress Pictures (command prompts are shown below). Select “All pictures in document” and “Print” resolution. Avoid selecting a resolution that is less than 200 dpi/ppi or else the picture quality will suffer. After compressing photos and/or converting the document to pdf, always check to make sure photo content is still clear.



.doc (left) and .docx (right) command prompts for compressing photos in Microsoft Word

1. Remove all unused measure types and photo boxes.

Air Sealing

Measure #:

SAV-IT - Include photos of areas that will be air sealed.

Inspections - Include photos of air sealing work completed. Include enough photos to properly verify each type of air sealing activity performed.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Appliances

Measure #:

SAV-IT - Include photos of the nameplate of current appliance models.

Inspections - Include a photo of the nameplate of each type and model of appliance installed. If possible, include a photo showing Energy Star Label and Energy Guides.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Cooling

Measure #:

SAV-IT - Include photos of all primary equipment being replaced and a separate photo of their nameplate.

Inspections - Include a photo of all primary equipment installed and a separate photo of their nameplate. If new controls were installed or settings changed, include a photo of controls and settings.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Domestic Hot Water

Measure #:

SAV-IT - Include a photo of all primary equipment being replaced and a separate photo of their nameplates.

Inspections - Include a photo of all primary equipment installed and a separate photo of their nameplates. If new controls were installed, or settings changed, include a photo of controls and settings.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Duct Improvements

Measure #:

SAV-IT - Include one representative photo of each areas to be improved.

Inspections - Include one representative photo of each: duct sealing detail, duct replacement, and duct insulation with thickness of insulation either labeled or measured. For areas where ductwork is no longer accessible, include before (if available) and after (required) photos.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Elevator Upgrades

Measure #:

SAV-IT - Include a representative photo of all equipment, motors, and/or controls to be replaced and a separate photo of their nameplates.

Inspections - Include a representative photo of all equipment, motors, and/or controls installed and a separate photo of their nameplates.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Energy Management Systems

Measure #:

SAV-IT - Include a photo of current control systems to be replaced.

Inspections - Include a photo of all control systems installed. In addition, include photos of a representative selection of the sensors installed. Include photos of the settings.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Envelope Insulation

Measure #:

SAV-IT - Include a representative photo of each location to be insulated.

Inspections - Include a representative photo of each location insulated. Photos should show type of insulation installed, thickness of new insulation, and total thickness of all insulation. Thickness should be shown in photo using a ruler or another measurement technique. If insulation has stamped R-value, include photo of markings. For areas that are longer accessible include before (if available) and after (required) photos.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Exterior Doors

Measure #:

SAV-IT - Include a photo of existing doors that will be replaced.

Inspections - Include a representative photo of each type of door installed. Include photos to verify that new doors have been properly air sealed. If available, include photos of NFRC rating sticker and Energy Star Label.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Heat and Energy Recovery

Measure #:

SAV-IT - Include a photo of existing equipment.

Inspections - Include a photo of all equipment installed and separate photos of their nameplates and control settings.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Heating

Measure #:

SAV-IT - Include a photo of all primary equipment that will be replaced and a separate photo of their nameplate, controls, etc.

Inspections - Include a photo of all primary equipment installed and a separate photo of their nameplate. If new controls were installed, or settings changed, include a photo of controls and settings.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Heating Distribution Improvements

Measure #:

SAV-IT - Include a representative photo of each type of heating distribution equipment that will be installed, replaced, or repaired.

Inspections - Include a representative photo of each type of heating distribution equipment installed, replaced, or repaired. If new controls were installed or settings changed, include a photo of controls and settings.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Lighting - Apartments

Measure #:

SAV-IT - Include a representative photo of each fixture type to be replaced.

Inspection - Include a representative photo of each fixture type installed (with Energy Star label affixed if applicable) and a photo of the lamps installed with wattage visible. Include measure # (if more than one) and line item within photo caption. Photos of CFLs must show whether they are pin-based or screw-based and their wattage.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Lighting – Common Area

Measure #:

SAV-IT - Include a representative photo of each fixture type to be replaced.

Inspection - Include a representative photo of each fixture type installed (with Energy Star label affixed if applicable) and a photo of the lamps installed with wattage visible. Include measure # (if more than one) within photo caption. Photos of CFLs must show whether they are pin-based or screw-based and their wattage.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Include a photo of each type of lighting control specified for each unique space (motion sensors, timers, and daylight sensors).

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

If possible, include a photo showing that installed bi-level lighting is functioning properly.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

For exterior lighting with timers, include a photo of the control and settings.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

To document daylight sensor performance, include one photo showing the light fixture is off during the day and another photo showing the fixture is on when the daylight sensor is covered.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Low Flow Devices

Measure #:

SAV-IT - Include a photo of each type of plumbing fixture to be replaced.

Inspection - Include a photo of each type of plumbing fixture installed with the rated flow rate visible.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Motors

Measure #:

SAV-IT - Include a representative photo of all motors to be replaced and a separate photo of their nameplates.

Inspection - Include a representative photo of all motors installed and a separate photo of their nameplates (be sure to clearly identify location and use of each motor represented).

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Pipe Improvements

Measure #:

SAV-IT - Include a representative photo of current pipe insulation.

Inspection - Include a representative photo of each pipe replacement and pipe insulation, with thickness of insulation either labeled or measured. For areas where piping is no longer accessible, include before (if available) and after (required) photos.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Ventilation Improvements

Measure #:

SAV-IT - Include a representative photo of all equipment to be replaced.

Inspection - Include a representative photo of all equipment installed. For fans and air handler units, include a photo of the nameplates. If new controls are installed or settings changed, include a photo of controls and settings. Include a representative photo of each type of ventilation distribution equipment installed, replaced, or repaired (e.g. balancing dampers or Constant Air Regulators).

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

VFD Upgrades

Measure #:

SAV-IT - Include a photo of each type of equipment to be replaced.

Inspection - Include a photo of each type of equipment installed and a separate photo of their nameplates (be sure to identify what motor the equipment controls).

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Windows

Measure #:

SAV-IT - Include a representative photo of existing windows to be replaced.

Inspection - Include a representative photo of each type of window installed and any associated labels (NFRC, manufactures, third-party, Energy Star, etc…).

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Include photos of air sealing details for each type of window installed. The photos should show exterior and interior air sealing details, as well as any air sealing that occurred in the space around the window frame.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |

Include a photo of low-e sensor device verifying low-e (if applicable) for each type of window installed.

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| <Insert Photo><Insert Note> | <Insert Photo><Insert Note> |