

Lighting Retrofit Projects- Process Steps

The Wallingford Electric Division (WED), through its Energy Conservation Programs, offers a 40 percent incentive of the pre-tax cost of all lighting retrofit projects meeting our eligibility requirements. The primary eligibility requirement is the project yields a five-year or less payback of the customer's costs based on electric savings as calculated by a project spreadsheet provided by the WED. The process is as follows:

1. Access the Wallingford Electric Division website www.wallingfordelectric.com.
2. Select 'Energy Conservation – Commercial & Industrial' and click.
3. If this is your first lighting project, click on 'Lighting Retrofit Sample Project' and print the .pdf document outlining the information required to complete the project spreadsheet.
4. Download the project spreadsheet by clicking on 'Lighting Retrofit Project Spreadsheet'.
5. Have your contractor fill out the spreadsheet with you, the customer, ensuring a listing of your existing lighting inventory, hours of operation, and the proposed replacement for each of the existing lighting fixtures. You will need to provide the electric rate upon which your account is billed as this information is required to complete the spreadsheet. If you are unsure of the rate, contact the WED Customer Service Department at (203) 294-2020.
6. Contact Walter Szymanski at the Electric Division (available Monday through Friday, 8:00AM - 5:00 PM at (203) 294-2280). He will verify the completeness of the spreadsheet and put you in touch with the WED's energy consultant to conduct a pre-installation inspection to verify the current state of your lighting and review the spreadsheet for accuracy.
7. After the inspection, the energy consultant will recommend the project go forward based on the appropriateness of the lighting to be installed and the simple payback period of 5 years or less as calculated by the project spreadsheet. The WED will issue a Letter of Approval (LOA) to the contractor and the customer stipulating the project has one year to be completed, the probable timeframe for the incentive to be paid, and to whom the incentive will be sent.
8. Once the work is completed, contact Walter Szymanski again to schedule a post-installation inspection with WED's energy consultant to verify the as-built lighting agrees with the proposal.
9. If the outcome of the post-installation inspection is favorable, the incentive will be approved for payment to either the contractor or the customer, whichever was stipulated during the pre-installation inspection.

NOTE: This program is subject to change or cancellation at any time without notice. Always check with the WED before beginning any work or, if you are a contractor, issuing a proposal to a customer that includes an incentive.