

# RETROFIT PROGRAM

## Photo Requirements

Type of photos required for each type of equipment\*\* being replaced and installed

Photos Required	Details Required
<b>Close-up</b>	<ul style="list-style-type: none"><li>• Must contain the entire piece of equipment, including where the equipment meets the ground or wall</li><li>• For lighting, the number of lamps per fixture must be identifiable and photos for each type of fixture are required</li><li>• A time-stamp for the photo indicating the date it was taken*</li></ul>
<b>Long-shot</b>	<ul style="list-style-type: none"><li>• Must show spread of equipment in facility to verify quantity in application</li><li>• A time-stamp for the photo indicating the date it was taken*</li></ul>
<b>Nameplate***</b>	<ul style="list-style-type: none"><li>• Must include the model number</li><li>• Must include the equipment specifications (i.e., wattage, horsepower)</li><li>• For lighting, a nameplate photo is required for each type of lamp if the wattage for the lamps are different between fixtures</li><li>• A time-stamp for the photo indicating the date it was taken*</li></ul>

\*If a time-stamp cannot be provided, the photos can be supplemented with confirmation by the participant identifying the date the photos were taken

\*\*Only one set of photos is required for each type of equipment being replaced. For example, if there are 100 of the same lamps existing in a facility, then only one set of close-ups, long-shot and nameplate pictures would be required. There is no need to provide photos of every single lamp

\*\*\*If the equipment is difficult or expensive to access, you may defer providing nameplate pictures. Ensure you collect the nameplate photographs during the decommissioning of the existing equipment and submit them during the Post-Project stage.

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## Photo Best Practices

The following best practices will help to ensure that all photos meet technical requirements and will reduce the risk that further photos are requested by the technical reviewer, which may delay approval of your application.

Please note that photos are required if your application meets the criteria as outlined in the [QA/QC guideline](#). Note that some applications may be selected at random for QA/QC. In this instance, technical reviewers will request further documentation to support your application which will include photos. Therefore, it is advisable as a best practice to always take photos prior to starting your project.

### **Best Practices:**

- Take extra photos to fully document the scope of work and make sure that you will not have to return to the facility site if more photos are required
- No people should be visible in the pictures
- Pictures that are supposed to capture numbers or words need to be in focus and legible (i.e., model numbers, performance specs)
- Double check the legibility of photos on your camera (by zooming in on the pictures) before leaving the site
- Be careful of shadows and bright reflections in the pictures. Try using different camera angles or enabling/disabling flash to fix these types of issues
- The exposure lock function of some phones/cameras can sometimes help to get a good exposure for the picture. Check your device's camera instructions for how to use this common feature