

HOW

TO...

CREATE AN ERP CUSTOM PROJECT



SUSTAINABILITY OPPORTUNITY

Stanford's Energy Retrofit Program (ERP) was founded in 1993 to help fund energy efficiency projects across campus. Since 2002, the program has saved over 4000 MMBtu. Buildings must be served by Stanford Utilities to be eligible for the program. Examples of past ERP projects include HVAC upgrades, lighting improvements, and motor replacements. Successfully creating an ERP project requires careful planning and forethought.

HERE'S HOW:

1) Identify a Potential Project

- Consult with the Energy Program Manager, Zone Management, Building Managers, and campus craft shops and technicians for project ideas. ERP can also help fund consultant studies on potential projects.

2) Work with ERP Staff to Determine Project Eligibility

- Once the project is identified, ERP representative will evaluate the project's eligibility, determine the appropriate funding source, and identify technical support needs. Define the scope of the project in detail.

3) Complete an Application Form

- If your project is eligible for ERP Express, you must complete the application form and provide pre-retrofit information as needed.
- If your project is eligible for ERP custom, you must work with ERP representative to estimate savings and rebate amount and complete application form.

4) Execute Your Project

- Once a project is approved by the ERP Program Manager, obtain a competitive project bid and carry out project construction. Maintain close contact with the ERP Program Manager throughout implementation to ensure your project is completed by the estimated completion date and meets university standards.
- Once the project is completed, carry out a project walk-through with an ERP representative, project contractors, and appropriate shop personnel. Together, the team will ensure the project is fully completed to design compliance prior to processing any rebates.

5) Receive Rebate

- Once your project is fully complete, submit invoices and paperwork to the ERP Manager to receive rebates.
- Ensure that all paperwork is sent to the ERP Manager before the end of the fiscal year to receive your funds.

MORE INFORMATION

ENERGY RETROFIT PROGRAM

http://lbre.stanford.edu/sem/energy_retrofit_program

CONTACTS

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