Minimum Requirements Document

Customer	**State of RI**	Program	**Retrofit**
Facility	**RI State – Department of Labor & Training, Pastore Campus, Cranston, RI 02920**	Application #:	10662736
Measure	**ECM1: Investigate Unoccupied Airflow Controls**		

This document specifies the agreed upon minimum equipment specifications and operational requirements of the proposed system. These requirements shall address the criteria necessary to be met to achieve the demand and energy savings estimated in the engineering analysis for this project. Yes/No checkboxes are intended for use as National Grid's post-installation inspection record (check one).

EQUIPMENT: *Provide a list of equipment or materials installed as part of this project. Include equipment counts, HP, kW, efficiency and capacity ratings, rating conditions, location of controls hardware, etc.*

	Project Design Intent	Post Inspection Findings
Yes ❑ No ❑	1. Repair or replace outside air dampers and controls so that unoccupied mode can be restored in 19 or more of the facility's 25 air handling units. The dampers should be able to modulate fully closed with the fans cycling to maintain setback space temperature setpoints.	

SEQUENCES OF OPERATION: *Provide a description of equipment operating sequences, setpoints, operating schedules, balancing requirements (flow, velocity, head, etc) or any other required operating parameters. Describe requirements separately.*

Yes ❑ No ❑	2. The outside air dampers will open only during occupied hours, non-holiday weekdays 7AM-6PM. During unoccupied hours, the AHU/RTU damper will close and recirculate air.	
Yes ❑ No ❑	3. Supply and return fans shall cycle to maintain setback space temperature setpoints during unoccupied hours.	

DOCUMENTATION: *List written documentation required to train, verify, operate, or maintain the equipment being installed or controlled. This may include specification sheets, test reports, construction drawings, etc.*

Yes ❑ No ❑	4. Provide documentation (invoices, etc.) of all material, labor, and engineering costs as applicable to document the total installed project costs.	*Not needed at post inspection, but needed for incentive application*
Yes ❑ No ❑	5. Two weeks of 15-minute trend data for outside air CFM, dehumidification temperature, and mixed and supply air temperature.	

POST INSTALLATION VERIFICATION: *Provide a list of controls and monitoring capabilities required to verify proper system operation. Trends should document operational sequences, set points and scheduling of equipment as described in TA Study.*

Yes ❑ No ❑	6. Provide safe access for National Grid to perform post inspection	
Yes ❑ No ❑	7. Provide	

OTHER REQUIREMENTS: *Describe any requirements for demolition, removal, etc. of existing equipment.*

Yes ❑ No ❑	8. None	

The pre-approved incentive is subject to National Grid's POST INSPECTION of final specifications, drawings and operation of the proposed equipment. In the event the proposed system is altered from the above description, notify the Company of the change prior to the equipment purchase and installation as the change in design and operation may impact the available incentive

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The National Grid signature below indicates the National Grid engineer, or their representative, has reviewed and agrees to the requirements stated in this MRD. The customer signature below indicates the customer also agrees with the requirements of this MRD and will implement as stated. The customer should only sign below if this MRD has been signed by National Grid or its representative.

luis.rodriguez@nationalgrid.com Digitally signed by: luis.rodriguez@nationalgrid.com DN: CN = luis.rodriguez@nationalgrid.com Date: 2020.02.26 12:51:48 -04'00'			
National Grid Engineer or Representative	Date	Customer Agreement Signature	Date

Once the installation is complete and the equipment is operational, the post inspector will sign below, confirming all requirements of this MRD have been met, and/or any discrepancies have been noted. National Grid will review any discrepancies to determine their impact on energy savings or incentive. The final customer signature indicates that they agree with the findings of the post inspector, including any discrepancies noted, and are satisfied with the installation.

National Grid Post Inspector	Date	Customer Certification of Installation	Date