**ECM Performance Verification Checklist – Sample**

The ECM performance verification checklist is intended to support the agency’s CO and COTR during installation, performance testing, and acceptance. Ideally, checklist items will be included in the contract SOW and fully developed in the performance assurance plan to ensure that installation and performance meet design intent.

The completed checklist would be used in ECM and project acceptance efforts and then become part of the contract documents file.

**ECM Performance Checklist**

**Sample**

In concert with the utility-developed performance assurance plan, this checklist will serve to ensure that installation and performance meet design intent. The steps are categorical and activities within each category will be project- and ECM-dependent.

For each ECM:

1. Document intention for the measure (design intent or basis of design)
2. Confirm correct number, type, and location of measures (if multiple lights, motors, etc., are installed)
3. Confirm correct interconnection with building systems and controls
4. Confirm operational sequence (startup, shutdown) or multiple modes of operation
5. Document tests to confirm improvement in efficiency (the performance assurance plan should provide sufficient detail describing performance measurement procedures and metrics)
6. Confirm complete training of staff
7. Confirm on-site user’s manual