

Section 3
Class 2 Buildings

This section lists the procedures for Class 2 projects to comply with ORS 276.900 to 276.915 and OAR 330-130-0010 to 0080.

A. Procedures

1. When the project is ready to enter the design phase, the agency completes the *Project Notification Form*. A blank form is in Appendix K.
2. The agency provides energy conservation guidance to the design team. Guidance includes the *SEED Program Guidelines* and direction for complying with OAR 330-130.
3. The agency and design team make a list of potential ECMs. Refer to the Minimum ECM Guidelines Checklist in Appendix F. The Department of Energy is available to suggest potential ECMs.
4. The agency and design team review the list of potential ECMs and determine approximate cost, savings, and simple payback.
5. The agency and design team incorporate ECMs into the design that have a simple payback shorter than equipment life.
6. Within six months after project completion, the agency notifies the Department of Energy of the cost-effective ECMs installed in the project. A blank *ECM Installation Form* is in Appendix K.
7. This information will be used in preparation of the Biennial Report to the legislature.

B. Schedule of Submittals

Under the procedures for Class 2 buildings, there are two submittals to the Department of Energy:

1. The *Project Notification Form* is submitted when the project enters into the design phase.
2. The *ECM Installation Form*, showing ECMs installed, is submitted within six months after project completion.