****

**Instructions:**

Use this template as a sample format to submit photos for the Verification submittal for the OHCS Multifamily Energy Program (OR-MEP). Add, delete or re-size photo boxes and descriptions as necessary. OR-MEP suggests compressing the resolution of photos prior to inserting into the template to make the file size more manageable, however all nameplates and details demonstrating compliance must be clearly identifiable.

Common measures are listed based on end use. For unique measures, enter photos as “additional measures”. Photos are only required for measures that are in approved OR-MEP scope of work. Measures that are not applicable to project can be left blank or deleted.

*Tip: Once the cursor is inside the desired photo box, select ‘Insert’ > ’Picture’ > ’From File’ from the menu above in order to automatically resize the photos to fit the boxes.*

**Verification Photo Template**

**Version 1.0**

**<Enter Project Name>**

**<Enter Address>**

**<Enter Date>**

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# APPLIANCES

## *Refrigerators*

|  |  |
| --- | --- |
|  |  |
| Notes: Nameplate (list model number here if illegible) | Notes: ENERGY STAR label (if applicable) |

## *Dishwashers*

|  |  |
| --- | --- |
|  |  |
| Notes: Nameplate (list model number here if illegible) | Notes: ENERGY STAR label (if applicable) |

## *Clothes Washers*

|  |  |
| --- | --- |
|  |  |
| Notes: Nameplate (list model number here if illegible) | Notes: ENERGY STAR label (if applicable) |

## *Clothes Dryer*

|  |  |
| --- | --- |
|  |  |
| Notes: Nameplate (list model number here if illegible) | Notes: ENERGY STAR label (if applicable) |

## *<Additional Appliance Measure – Enter Name>*

|  |  |
| --- | --- |
|  |  |
| Notes: | Notes: |

# DOMESTIC HOT WATER

## *DHW Units / Systems*

|  |  |
| --- | --- |
|  |  |
| Notes: DHW System 1 – (image of mechanical closet, boiler room, etc) | Notes: DHW System 1 Nameplate (list model number here if illegible) |

|  |  |
| --- | --- |
|  |  |
| Notes: DHW System 2 – (image of mechanical closet, boiler room, etc) | Notes: DHW System 2 Nameplate (list model number here if illegible) |

## *Low Flow Fixtures & Flow Rates*

|  |  |
| --- | --- |
|  |  |
| Notes: Kitchen faucet GPM (list model and GPM here if illegible) | Notes: Bathroom faucet GPM (list model and GPM here if illegible) |

|  |  |
| --- | --- |
|  |  |
| Notes: Showerhead GPM & WaterSense label (list model/GPM here if illegible) | Notes: Additional photos (if necessary) |

## *DHW Pipe Insulation*

|  |  |
| --- | --- |
|  |  |
| Notes: DHW pipes insulation | Notes: Thickness measurement |

## *<Additional DHW Measure – Enter Name>*

|  |  |
| --- | --- |
|  |  |
| Notes: | Notes: |

# ENVELOPE

## Below Grade Walls

|  |  |
| --- | --- |
|  |  |
| Notes: Below Grade Wall Insulation type | Notes: Thickness measurement |

## Above Grade Walls

|  |  |
| --- | --- |
|  |  |
| Notes: AG Wall Insulation type | Notes: Thickness measurement |

|  |  |
| --- | --- |
|  |  |
| Notes: Post-insulation indicating proper installation | Notes: Pre-installation to verify framing construction |

## *Roof Insulation*

|  |  |
| --- | --- |
|  |  |
| Notes: Roof Insulation type | Notes: Thickness measurement |

|  |  |
| --- | --- |
|  |  |
| Notes: Post-insulation (pre-drywall for cavity insulation, prior to roof finish for exterior grid insulation) showing complete and even distribution of insulation | Notes: Additional photos (if necessary) |

## *Floor Insulation*

|  |  |
| --- | --- |
|  |  |
| Notes: Floor Insulation type | Notes: Thickness measurement |

|  |  |
| --- | --- |
|  |  |
| Notes: Sub-slab insulation before pouring of concrete or backfilling | Notes: Framed floors, post-insulation showing proper installation and no signs of compromised R-value |

## *Windows*

|  |  |
| --- | --- |
|  |  |
| Notes: Each unique window type with third party verification of U-value, SHGC, and ENERGY STAR Label (if applicable) | Notes: Each unique window type with third party verification of U-value, SHGC, and ENERGY STAR Label (if applicable) |

|  |  |
| --- | --- |
|  |  |
| Notes: Installed window that verifies proper fit and effective connections to envelope’s weather and air barriers | Notes: Additional photos (if necessary) |

## *Exterior Doors*

|  |  |
| --- | --- |
|  |  |
| Notes: Installed door that verifies proper fit and effective connections to envelope’s weather and air barriers | Notes: Each unique door type with 3rd party verification, NFRC and/or Energy Star label (if applicable) |

## *Air Sealing - From the Exterior*

|  |  |
| --- | --- |
|  |  |
| Notes: Areas with liquid-applied membranes showing appropriate thickness (if applicable) | Notes: A/C Openings (if applicable) |

|  |  |
| --- | --- |
|  |  |
| Notes: Windows (if applicable) | Notes: Door Openings (if applicable) |
|  |  |
| Notes: Door Frame (if applicable) | Notes: Transition between wall and roof barrier (if applicable) |

|  |  |
| --- | --- |
|  |  |
| Notes: Transition between wall and foundation barrier (if applicable) | Notes: Plank/Slab Edge (Masonry and Steel Construction) or Rim Joist (Wood Framed Construction) (if applicable) |

## *Air Sealing - From the Interior*

|  |  |
| --- | --- |
|  |  |
| Notes: Rough openings to windows and doors | Notes: A/C Openings |

|  |  |
| --- | --- |
|  |  |
| Notes: Window to interior gypsum board | Notes: Air conditioner sleeve to drywall (if applicable) |

|  |  |
| --- | --- |
|  |  |
| Notes: Outlet/Electrical Box – Exterior to Demising Walls (if applicable) | Notes: Heating pipe penetrations through exterior walls (if applicable) |
|  |  |
| Notes: Heating pipe penetrations through interior walls (if applicable) | Notes: Plumbing/sprinkler pipe penetrations (if applicable) |

|  |  |
| --- | --- |
|  |  |
| Notes: Range gas line penetrations (if applicable) | Notes: Gypsum board to concrete ceiling plank connection – exterior walls and all interior partition walls (if applicable) |

|  |  |
| --- | --- |
|  |  |
| Notes: Gap between take off duct and gypsum board (if applicable) | Notes: Electrical panel (if applicable) |

|  |  |
| --- | --- |
|  |  |
| Notes: HVAC access doors (if applicable) | Notes: Thermostats (if applicable) |

|  |  |
| --- | --- |
|  |  |
| Notes: Intercoms (if applicable) | Notes: Lighting fixtures (if applicable) |

|  |  |
| --- | --- |
|  |  |
| Notes: Door latch hole (if applicable) | Notes: Medicine cabinet (if applicable) |

## *<Additional Envelope Measure – Enter Name>*

|  |  |
| --- | --- |
|  |  |
| Notes: | Notes: |

# HEATING & COOLING SYSTEMS

## *Heating Units / Systems*

|  |  |
| --- | --- |
|  |  |
| Notes: Apt Equipment Type 1 – (image of mechanical closet, boiler room, etc) | Notes: Apt Equipment Type 2– nameplate (list model number here if illegible) |

|  |  |
| --- | --- |
|  |  |
| Notes: Apt Equipment Type 1 – (image of mechanical closet, boiler room, etc) | Notes: Apt Equipment Type 2– nameplate (list model number here if illegible) |

## *Cooling Units*

|  |  |
| --- | --- |
|  |  |
| Notes: Apt Equipment Type 1 – (image of mechanical closet, boiler room, etc) | Notes: Apt Equipment Type 2– nameplate (list model number here if illegible) |

|  |  |
| --- | --- |
|  |  |
| Notes: Apt Equipment Type 1 – (image of mechanical closet, boiler room, etc) | Notes: Apt Equipment Type 2– nameplate (list model number here if illegible) |

## *<Additional Heating/Cooling Measure – Enter Name>*

|  |  |
| --- | --- |
|  |  |
| Notes: | Notes: |

# LIGHTING

Instructions: Include photos of each unique fixture, showing nameplate, wattage, lumens output, fixture type (if T5/T8) or Energy Star label as applicable.

## *Apartment Lighting*

Location (all that apply):

|  |  |
| --- | --- |
|  |  |
| Fixture A Location: | Fixture A Notes: Bulb, Nameplate, or wattage |

|  |  |
| --- | --- |
|  |  |
| Fixture B Location: | Fixture B Notes: Bulb, Nameplate, or wattage |

|  |  |
| --- | --- |
|  |  |
| Fixture C Location: | Fixture C Notes: Bulb, Nameplate, or wattage |

|  |  |
| --- | --- |
|  |  |
| Fixture D Location: | Fixture D Notes: Bulb, Nameplate, or wattage |

|  |  |
| --- | --- |
|  |  |
| Fixture E Location: | Fixture E Notes: Bulb, Nameplate, or wattage |

|  |  |
| --- | --- |
|  |  |
| Fixture F Location: | Fixture F Notes: Bulb, Nameplate, or wattage |

## *Common Area Lighting*

Location (all that apply):

|  |  |
| --- | --- |
|  |  |
| Fixture A Location: | Fixture A Notes: Bulb, Nameplate, or wattage |

|  |  |
| --- | --- |
|  |  |
| Fixture B Location: | Fixture B Notes: Bulb, Nameplate, or wattage |

|  |  |
| --- | --- |
|  |  |
| Fixture C Location: | Fixture C Notes: Bulb, Nameplate, or wattage |

|  |  |
| --- | --- |
|  |  |
| Fixture D Location: | Fixture D Notes: Bulb, Nameplate, or wattage |

|  |  |
| --- | --- |
|  |  |
| Fixture E Location: | Fixture E Notes: Bulb, Nameplate, or wattage |

|  |  |
| --- | --- |
|  |  |
| Fixture F Location: | Fixture F Notes: Bulb, Nameplate, or wattage |

## *Common Area Lighting Controls*

|  |  |
| --- | --- |
|  |  |
| Notes: Corridor occupancy sensors (if applicable) | Notes: Corridor space when sensors are activated (if applicable) |

|  |  |
| --- | --- |
|  |  |
| Notes: Stairwell occupancy sensors (if applicable) | Notes: Stairwell space when sensors are activated (if applicable) |

|  |  |
| --- | --- |
|  |  |
| Notes: Trash room occupancy sensors (if applicable) | Notes: Janitor’s closet occupancy sensors (if applicable) |

|  |  |
| --- | --- |
|  |  |
| Notes: Office occupancy sensors (if applicable) | Notes: Bi-level lighting (if applicable) (if applicable) |

## *Exterior Lighting*

Location (all that apply):

|  |  |
| --- | --- |
|  |  |
| Fixture A Location: | Fixture A Notes: Bulb, Nameplate, or wattage |

|  |  |
| --- | --- |
|  |  |
| Fixture B Location: | Fixture B Notes: Bulb, Nameplate, or wattage |

|  |  |
| --- | --- |
|  |  |
| Fixture C Location: | Fixture C Notes: Bulb, Nameplate, or wattage |

|  |  |
| --- | --- |
|  |  |
| Fixture D Location: | Fixture D Notes: Bulb, Nameplate, or wattage |

|  |  |
| --- | --- |
|  |  |
| Fixture E Location: | Fixture E Notes: Bulb, Nameplate, or wattage |

|  |  |
| --- | --- |
|  |  |
| Fixture F Location: | Fixture F Notes: Bulb, Nameplate, or wattage |

## *Exterior Lighting Controls*

|  |  |
| --- | --- |
|  |  |
| Notes: Photo cell or timer (if applicable) | Notes: Photo cell or timer (if applicable) |

|  |  |
| --- | --- |
|  |  |
| Notes: Daylight sensor, fixture off during the day (if applicable) | Notes: Daylight sensor, fixture on when daylight sensor is covered (if applicable) |

## *<Additional Lighting Measure – Enter Name>*

|  |  |
| --- | --- |
|  |  |
| Notes: | Notes: |

# VENTILATION

## In-Unit Ventilation Systems

|  |  |
| --- | --- |
|  |  |
| Notes: Kitchen Fan installation | Notes: Kitchen exhaust outlet to exterior (through-wall systems only) |

|  |  |
| --- | --- |
|  |  |
| Notes: Exhaust fan nameplate (list model number if illegible) | Notes: Exhaust fan nameplate (list model number if illegible) |

|  |  |
| --- | --- |
|  |  |
| Notes: Bathroom Fan installation | Notes: Bathroom Fan installation |

|  |  |
| --- | --- |
|  |  |
| Notes: Exhaust fan nameplate (list model number if illegible) | Notes: Exhaust fan nameplate (list model number if illegible) |

## *<Additional Ventilation Measure – Enter Name>*

|  |  |
| --- | --- |
|  |  |
| Notes: | Notes: |