

Photo Requirements

As part of an EmPower+ Project, the participating contractor must take digital photos to document both pre-existing conditions and installed measures. To reduce review time and conserve space in NYHEP, contractors are required to upload project photographs as one PDF document with each photo labeled. As needed, participating contractors are encouraged to provide additional photographs with detailed labels to document onsite conditions or to provide the program with additional information to support an exception request to Program requirements.

Submitted photographs must be clear and provide sufficient information for the Program to make measure approval determinations and understand the existing conditions found at the project location.

Required Assessment Photos

As part of the energy assessment process, contractors must include photographs of the essential components outlined below. These photographs assist NYSERDA and implementation staff with determining the existing conditions on site, informing staff of potential health and safety concerns, and providing sufficient backup for making exception request determinations for the project.

The following photographs are considered the minimum amount needed to satisfy the energy assessment requirements of a project:

- All exterior sides of dwelling
- Refrigerator and nameplate
- Freezer (if present) and nameplate
- HVAC (Heating and Cooling Systems, Water Heater) and associated nameplates
- Pre-existing attic insulation levels
- Other targeted measure(s) for replacement
- Exception requests

Required Project Installation Photos

Photographs of all installed measures must be geo-tagged, including latitude and longitude coordinates, to be considered for incentive payment.

The following geo-tagged photographs are required on all projects:

- All installed measures
- Project conditions resulting in the completion of a Field Change Order
- Health and safety issues identified at the start of work that prevent the installation of

- approved measures
- Areas that will be made inaccessible following the completion of work

For projects with heat pumps, the following geo-tagged photos are required in addition to the project installation photos referenced above.

- Pre-Installation- Photos of the existing heating system
- Post-Installation-Photo of the unit installed and photo of the name plate with clear view of the model and serial numbers. Photos documenting that the removal or disabling of the existing system was completed.
- For existing ducted systems, a geo-tagged photo of the existing main plenum must be submitted for project approval. When submitting completion documentation, the contractor must submit a geo-tagged photo of static pressure testing being completed of the duct system with the new unit in place and the result of the static pressure test

Photograph Submission Requirements

For final project submission photos, which require geo-tagging, there are several options for the participating contractor.

- CompanyCam and other subscription-based photo plans provide PDF reports with geo-tagged photos of a project.
- The [PNNL Quality Install Tool](#) provides a method for taking pictures on site, sorting them by measure and geo-tagging them. This is a free website that can work on cell phones to aggregate photos of a project.
- There are apps available such as [gpsmapcamera.com](#) which will display geo-tagged photos.

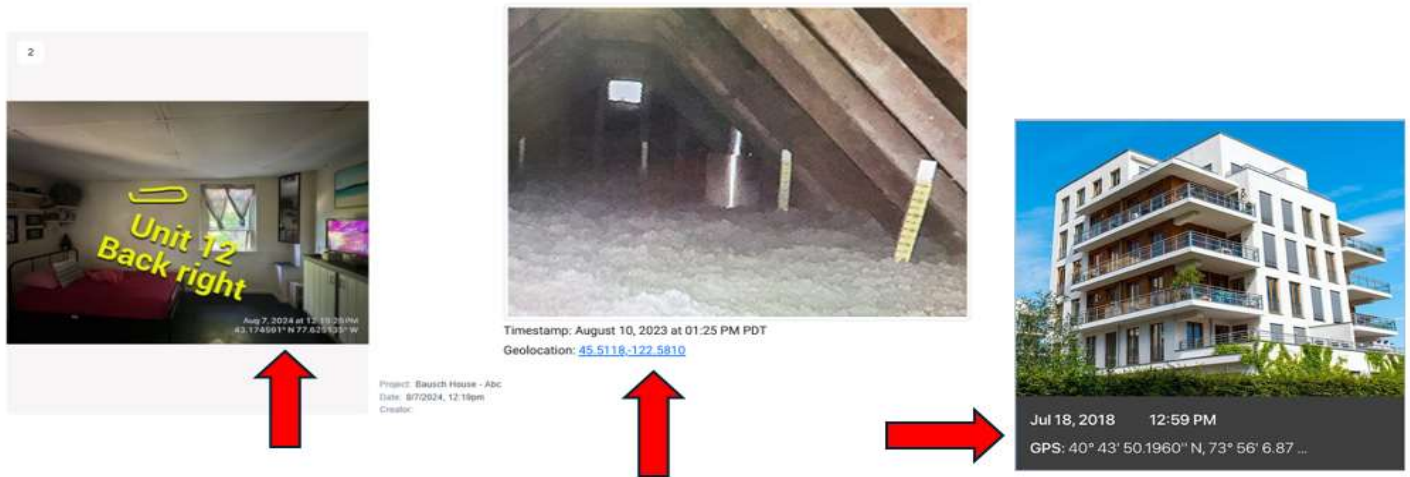
For energy assessments, where geo-tagging is not a requirement, or where a contractor can self-generate geo-tagged photographs, NYSERDA provides a PowerPoint template located in Section 8 of the [Program Manual](#) in the forms section of the contractor support site.

Once the photos are added to the PowerPoint, the contractor can save the PowerPoint as a pdf and upload it to NYHEP.

- Contractors with other methods of organizing their photos into one document are encouraged to share their ideas with NYSERDA.

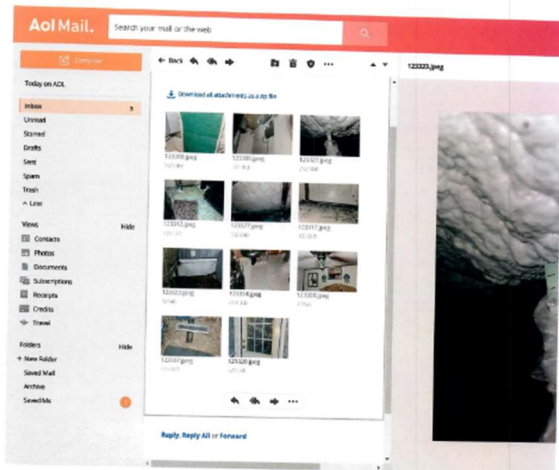
Photograph Examples

Geo-Tagging- The pictures below represent acceptable forms of geo-tagging:



Unacceptable Photos- The examples below represent submissions that do not meet program requirements and would be returned for corrections.

A screenshot of thumbnail images is too small and has a low-resolution quality.



Photos not labeled. Without labels it is not clear what information is being shared.



Photo is too dark to see any detail.

Photos need to show the entire unit. In areas with limited space, take multiple high/low or

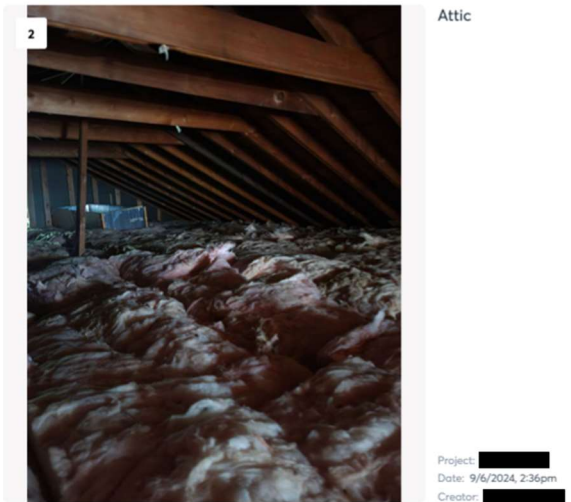
left/right photos.



Acceptable Photos- The examples below represent submissions that meet program requirements and are properly labeled.

Photo is in focus and labeled.

Equipment nameplate is legible, and photo labeled.



REFRIGERATOR MANUFACTURER LABEL

All exterior sides of dwelling provided with labels

FRONT OF HOUSE



SIDE OF HOUSE

BACK OF HOUSE



SIDE OF HOUSE

