

CDR Report: Project Description

Report Type: Pre-Approval Funding Approval Project Completion Report

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*This template is to be used up to three times: pre-approval, funding approval and at project completion.
Complete only the required information for each submittal.*

Project Information

Project Name / Type: _____
Facility Name: _____
Facility Address: _____

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Savings (kWh)	_____
Demand (KW)	_____
Measure Type	_____

Contact Information

Contact Name: _____ Job Title: _____
Contact Phone / Fax : _____ Email: _____
Company: _____
Company Address: _____

Company Background

Give a brief description of company, business type, products produced and the number of employees. Include specific facility information (building type, size, etc).

Project Overview

Describe process, equipment or systems renovated before project implementation. Describe the project and why it is needed. Include expected energy and non-energy benefits. Highlight project innovations or unique characteristics.

Project Photographs

Provide digital photographs highlighting project and company. (Before and after pictures.)

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Complete this section only for Project Completion. Provide digital photographs highlighting project and company.

Project Implementation

Give a brief description of experiences during project implementation. Describe any obstacles encountered and how they were resolved. Describe actions taken to ensure renovated processes, equipment, or systems performed as expected (commissioning activities).

Project Results

Note final project results and how they differ from planned results. List energy savings and energy cost savings expected or realized. Describe non-energy benefits expected or realized.

Lessons Learned

Describe what you learned and/or what you recommend for others who might implement the same type of project.

Testimonials

Quotations, testimonials, and opinions from those involved in the project: Facility Manager, Engineer and operating personnel; Owner, Operations Manager; Project Design Team; and Installation Team.