

In-Unit Energy Efficiency Program Installation Instructions



TOOLS NEEDED: Please take care when using cutting tools. A mini hacksaw or heavy-duty scissors works well to cut pipe insulation. We also recommend a screwdriver (if needed to remove light fixtures or globes); a ladder, buckets or tool bags to carry the installation materials; and cotton gloves to handle hot incandescent bulbs. Teflon tape (provided by you) is required for installing showerheads. Electrical tape (provided by you) is required to secure pipe insulation.

Installation Instructions

- 1) A 24-hour written notice will be given to tenants.
- 2) Up to four compact fluorescent light bulbs (CFLs) will be installed in apartment units, in high use locations only (living room, kitchen, dining room, entryways). CFLs are not to be installed on circuits controlled by dimmers or touch devices. CFLs are to be installed in permanently mounted light fixtures only. Tenant owned portable lamps are not eligible for CFL installations. CFLs are not to be installed in fixtures that are in disrepair. CFLs provided as part of the In-Unit Energy Efficiency Program (Program) ARE NOT to be installed in common area locations. CFLs shall only be installed where they replace incandescent bulbs.
- 3) **Bulb equivalencies are: 60W incandescent bulbs will be replaced with 15WCFLs – 75W incandescent bulbs will be replaced by 20W CFLs – 100W incandescent bulbs will be replaced by 23W CFLs.**
- 4) Pre-existing showerheads are eligible for replacement with two-gallon-per-minute showerheads. Care should be taken when removing the showerhead to not loosen the shower arm. Teflon tape shall be wrapped on the threads of the shower arm before installing the new showerhead. Newly installed showerheads shall be tested for proper performance (no leaks). Care should be taken as to not mar the new showerhead during installation.
- 5) Remove pre-existing aerators and install new aerators by hand, without tools. When installing aerators, care should be taken not to cross-thread. Channel locks or pliers should not be used on aerators. If you decide to use tools to loosen aerators, great care should be taken not to damage the faucet and/or its threads.
- 6) Pipe insulation may be installed on the first six feet of both the hot and cold water lines connected to the water heater. On a natural gas water heater, the pipe insulation should not be installed within 4" of the draft diverter (back-drafting may melt pipe insulation installed too close). Also, the pipe insulation should not be placed within 4" of the exhaust vent of a natural gas water heater. Pipe insulation will be secured using electrical tape, as needed, on elbows and curves and to connect ends of pieces together. For curves, pipe insulation may be cut at a 45-degree angle or can be notched.
- 7) No installations should be attempted on any light fixture, plumbing, or water heater where such installation may cause damages.

Documentation

- The installation crews will accurately and completely record all installations on an apartment-by-apartment basis on the In-Unit Post Installation Data Collection form (reverse side). Installation data must be sent to the Program by fax or mail. See contact information at the bottom of this page.
- The Program will provide a fact sheet describing the energy saving items that were installed. The fact sheet will also include information on the proper disposal of CFLs. The installation crew will leave a fact sheet for each unit.
- After installations are complete notify the Program (866-838-6918) within 24 hours of any non-installed materials and make arrangements for the Program to pick them up. Any non-installed materials are the property of the Ameren Illinois. Property owners/managers will be invoiced for non-installed materials that are not made available for pick-up.
- The property owner/manager agrees to give access to units for verification after the installs and will accompany the program representative while they are in any unit.

Defective or Broken CFLs

Defective CFLs may be replaced at the discretion of the Program for a one-year period after installation. See www.ActOnEnergy.com for information on proper clean-up of broken CFLs. **Broken CFLs should not be thrown in the trash.** The Home Depot and other retail outlets accept expired CFLs.