APPLICATION QC Review Procedure Manual

A.   Documents Needed:

1.   QC-RES-RHAapprovedDOCS (G-Drive)

2.   QA-APP-DESK (G-Drive)

3.   QA-APP-RHAapproved contractor docs (G-Drive)

4.   QC-APP-InspectionCL and photos (EUCA inbox from inspector or on G-Drive)

B.   APP QC Review Procedure:

a.   Import APP-CL into column AH of QA-APP-DESK.

b.   SAVE QA-APP-DESK as QC-APP-DESK.

c.   Open QC-RES-RHAapprovedEP, save as QC-APP-EP

d.   Generate temporary ECON report. Compare the ECON energy savings to the RES energy savings shown in column S, rows 184-187. In almost all cases, the QC-APP existing energy data should match the QC-RES existing energy data (exceptions include changing existing default building leakage from 4.9 SLA to 6.3 SLA, etc.)

e.   Review post- inspection photos, particularly images relating to proposed retrofit measures and safety observations.

f.   Change the QC-APP-EP alternate measures (calculations//RES performance//Alternatives) to match post-construction QC-APP-CL data verifying the proposed measures. DO NOT change the building tree (except in the improved model of a 2-model simulation.) In a single-model simulation, the building tree reflects the approved base conditions for the project.

g.   Re-calculate model to determine QC-APP energy savings from ECON reports.

C.   APP-QC Document generation:

1.   Save new ECON report as QC-APP-RHAapprovedECON (for two-model projects save ECON reports as –RHAapprovedExistingECON and -RHAapprovedImprovedECON).

2.   Save QC-APP-CL as QC-APP-RHAapprovedCL

3.   Save QA-APP-JRT as QC-APP-RHAapprovedJRT

4.   Save QC-APP-DESK as QC-APP-RHAapprovedDESK

5.   Save QC-APP-EP as QC-APP-RHAapprovedEP   (for two-model projects save ECON reports as –RHAapprovedExistingEP and -RHAapprovedImprovedEP).

6.   Generate QC-APP-RHAapprovedRPT

a.   import DESK data into QC-APP-RPT template

b.   fill in date and appropriate project UPN (be careful that project # starts with 11 or 12 as appropriate and that there are three zeros "000###" in the UPN)

c.   list issues and recommendations on RPT.

7.   Generate QC-APP-RHAapprovedAppealLtr if required.

8.   Generate QC-APP-RHAapprovedISCC if required.

9.   Send APP-RHAapprovedDOCS to Olga, CC Roman, CC EUCA inbox.

DESK Review spreadsheet text formatting:

A. **BLACK** text indicates:

    10. data that has either been imported into the spreadsheet from other documents.

    11. **BLACK** text indicates data that has been checked and verified in project documents.

B. **GRAY** text indicates data that is copied from a document that needs to be verified in another project document. When verified, the **GRAY** text will be changed to **BLACK**.

    *EXAMPLE: Inspection CL data is imported into column O in **BLACK** text and automatically copied into the QC EPro model column P in **GRAY** text. When the data is verified in the EPro model, the text in column P will be manually changed to **BLACK**.*

C. **RED** text is for data that does not match earlier documents (to the left on the DESK).

    *EXAMPLE: If the QA model indicates building orientation as West, and the Inspection indicates orientation as South, the text in O20 (building orientation) will be changed from **BLACK** to **RED**.*

D. **BLUE** text is for data that is changed by the **reviewer** when verifiable data is missing, incorrectly shown or is being overridden by the reviewer. (Generally, **BLUE** text is used only in the QC EPro model columns P and AI.)

    *EXAMPLE: If the QC inspection checklist does not show equipment efficiency data, the reviewer enters the vintage default data in the QC EPro model column in **BLUE.***

DESK Review spreadsheet Row formatting:

E. Row Height: Expand cells where row height is too small and text is partially obscured:

    Home>>Format>>AutoFit Row Height.

F. Hidden Rows: Unhide rows as needed for data on multiple stories, multiple systems, multiple roof insulation sections, multiple floor sections, etc.

    EXAMPLE: The Inspection shows two HVAC systems…
    Highlight Rows 45-58>>Home>>Format>>Hide&Unhide>>Unhide Rows.