



## How-to Guide: *TR-8 Inspections Reporting*

In Compliance with  
New York City Energy Conservation Code,  
1 RCNY 5000-01 Progress Inspections  
& 1 RCNY 101-07 Administration

- GENERAL
- BUILDING ENVELOPE
- MECHANICAL SYSTEMS
- **LIGHTING & ELECTRICAL POWER**
- OTHER REQUIREMENTS

For the purposes of this guide, the word “document” shall mean to describe, and photograph observed conditions.  
Design requirements related to inspections below may be referenced in [How-to Guide: Supporting Documentation](#)

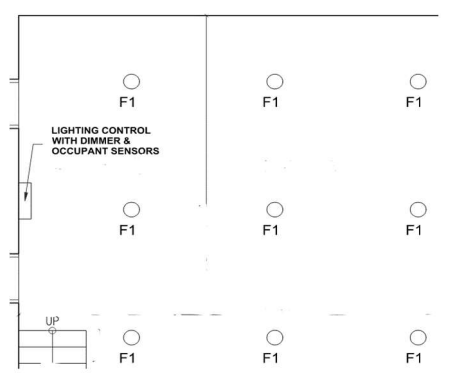

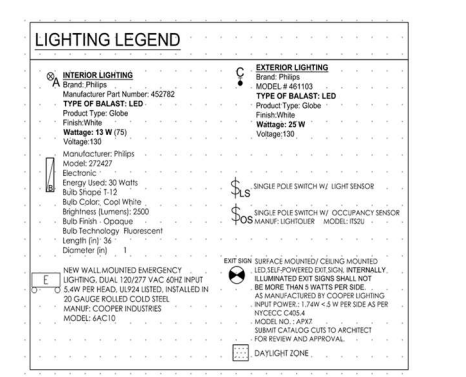
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**NOTE:** In this *How-To Guide: Supporting Documentation*, selected Energy Code provisions have been generalized, summarized, rephrased, and/or highlighted. This guide is intended: 1) To provide general guidance for the job applications seeking compliance with the 2020 NYCECC; 2) Not to replace or represent the entire 2020 NYCECC and related regulations of the City of New York and the Department of Buildings; and 3) Not to provide complete compliance solutions for any particular type of job or work. Comprehensive mandates, applicability, exemptions, exceptions and options will be found in the 2020 NYCECC and related regulations of the City of New York and the Department of Buildings

## METERING - IC1, IIC1

■ Inspection / Test Required ( to meet Mandatory Requirements )	
<ul style="list-style-type: none"> <li>- <b>IC1 Metering:</b> The presence and operation of individual meters must be verified by visual inspection for all dwelling units.</li> <li>- <b>IIC1 Metering:</b> The presence and operation of all required meters for monitoring total electrical energy usage and/or total fuel use, system energy usage, tenant energy usage, or electrical energy usage in the building, in individual dwelling units, or in tenant spaces must be verified by visual inspection.</li> <li>- Inspector shall verify proper operation of all meters to meet required performance.</li> </ul>	R404.2 C405.5, C405.11, C405.12; ASHRAE 90.1 – 8.4.3, 8.4.5, 8.4.6, 10.4.5
■ Observations, Comments & Description	
<ul style="list-style-type: none"> <li>- Verify that metering, sub-metering and energy monitoring complies per design documents.</li> <li>- Where metering does not meet requirements, Inspector shall document deviation at location and may recommend remedy.</li> </ul>	
■ Photographic Documentation	
<ul style="list-style-type: none"> <li>- Verify as-built conditions match specifications in construction drawings.</li> <li>- Provide photograph of reference detail or manufacturers specifications and photograph of fireplace, as applicable.</li> </ul>	
■ Remarks & Remedy	
<ul style="list-style-type: none"> <li>- Remarks and Remedy shall include the disposition of each Inspection: <i>Conformance per plans, Work in progress,</i></li> <li>- <i>Pending re-inspection, Non-compliant built conditions identified, Conflict with drawings identified, etc.</i></li> <li>- Inspector may provide recommendations and remedial actions to be verified, as applicable.</li> </ul>	

# INTERIOR LIGHTING POWER / LIGHTING IN DWELLING UNITS - IC2, IIC2, IIC3

■ Inspection / Test Required ( to meet Mandatory Requirements )	
<ul style="list-style-type: none"> <li>- <b>IC2 Interior lighting power, IIC2 Lighting in dwelling units:</b> Lamps in permanently installed lighting fixtures must be visually inspected to verify compliance with high-efficacy requirements.</li> <li>- <b>IIC3 Interior lighting power:</b> Installed lighting must be verified for compliance with the lighting power allowance by visual inspection of fixtures, lamps, ballasts and transformers.</li> <li>- Inspector shall document installation of high efficacy fixtures and conduct phased inspections of related mandatory controls to meet required performance per Approved documents</li> </ul>	<p><b>R404.1, C405.1; ASHRAE 90.1 - 9.1.1</b></p>
■ Observations, Comments & Description	
<ul style="list-style-type: none"> <li>- Verify that installed fixtures or lamps are high efficacy, matching locations &amp; counts in compliance per Approved documents.</li> <li>- Where type, count or efficacy does not match, Inspector shall document deviation at location and may recommend remedy.</li> </ul>	
■ Photographic Documentation	
<ul style="list-style-type: none"> <li>- Verify as-built conditions match specifications in construction drawings.</li> <li>- Provide photograph of reference plan or manufacturers specifications and document installed conditions, as applicable</li> </ul> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div data-bbox="210 844 672 1299">  <p>Verify as-built conditions match DOB approved Lighting plans and controls</p> </div> <div data-bbox="798 844 1281 1299">  <p>Verify installed fixtures match layout and locations per DOB approved plans.</p> </div> <div data-bbox="1323 844 1785 1299">  <p>Verify fixture type installed matches specification in lighting schedules.</p> </div> </div>	
■ Remarks & Remedy	
<ul style="list-style-type: none"> <li>- Remarks and Remedy shall include the disposition of each Inspection: <i>Conformance per plans, Work in progress, Pending re-inspection, Non-compliant built conditions identified, Conflict with drawings identified, etc.</i></li> <li>- Inspector may provide recommendations and remedial actions to be verified, as applicable.</li> </ul>	

## EXTERIOR LIGHTING POWER - IIC4

<b>■ Inspection / Test Required ( to meet Mandatory Requirements )</b>	
<ul style="list-style-type: none"> <li>- <b>IIC4 Exterior lighting power:</b> . Installed lighting must be verified for compliance with source efficacy and/or the lighting power allowance by visual inspection of fixtures, lamps, ballasts and relevant transformers.</li> <li>- Inspector shall document installation of high efficacy fixtures and conduct phased inspections of related mandatory controls to meet required performance per Approved documents</li> </ul>	<p>C405.4; ASHRAE 90.1 -9.4.2; 1RCNY §101- 07(c)(3)(v)(C)4,</p>
<b>■ Observations, Comments &amp; Description</b>	
<ul style="list-style-type: none"> <li>- Verify that installed fixtures or lamps are high efficacy, matching locations &amp; counts in compliance per Approved documents.</li> <li>- Where type, count or efficacy does not match, Inspector shall document deviation at location and may recommend remedy.</li> </ul>	
<b>■ Photographic Documentation ( See photo recommendations above for Interior lighting)</b>	
<ul style="list-style-type: none"> <li>- Verify as-built conditions match specifications in construction drawings.</li> <li>- Provide photograph of reference plan or manufacturers specifications and document installed conditions, as applicable</li> </ul>	
<b>■ Remarks &amp; Remedy</b>	
<ul style="list-style-type: none"> <li>- Remarks and Remedy shall include the disposition of each Inspection: <i>Conformance per plans, Work in progress, Pending re-inspection, Non-compliant built conditions identified, Conflict with drawings identified</i>, etc.</li> <li>- Inspector may provide recommendations and remedial actions to be verified, as applicable.</li> </ul>	

# LIGHTING CONTROLS - IIC5

<p>▪ <b>Inspection / Test Required ( to meet Mandatory Requirements )</b></p> <ul style="list-style-type: none"> <li>- <b>IIC5 Lighting controls:</b> Each type of required lighting controls, including: ▪ occupant sensors ▪ manual interior lighting controls ▪ light-reduction controls ▪ automatic lighting shutoff ▪ daylight zone controls ▪ sleeping unit controls ▪ exterior lighting controls ▪ egress illumination controls must be verified by visual inspection and tested for functionality and proper operation.</li> <li>- Inspector shall conduct phased inspections of all mandatory controls and document per Approved drawings and specifications.</li> </ul>	<p><b>C405.2, C406; ASHRAE 90.1 – 9.4.1, 9.4.3, 9.7, Appendix I</b></p>
<p>▪ <b>Observations, Comments &amp; Description</b></p> <ul style="list-style-type: none"> <li>- Verify that proposed controls are installed, fully functional and matching locations in compliance per Approved documents.</li> <li>- Verify that, for occupant sensors, sensitivity, time delay, auto on or auto off and placement are set to control designated area</li> <li>- Verify that, for daylight sensors, sensitivity, calibration, dimming and placement are set to control designated fixtures within zone.</li> </ul>	
<p>▪ <b>Photographic Documentation</b></p> <ul style="list-style-type: none"> <li>- Verify as-built conditions match specifications in construction drawings.</li> <li>- Provide photograph of reference plan or manufacturers specifications and document installed conditions, as applicable</li> </ul> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div data-bbox="216 833 583 1185"> <p>Verify as-built conditions match DOB approved Lighting Controls designations</p> </div> <div data-bbox="810 829 1192 1183"> <p>Verify installed controls sensors are located per DOB approved plans.</p> </div> <div data-bbox="1312 826 1694 1177"> <p>Verify installed sensor type matches specification in controls schedules.</p> </div> </div>	
<p>▪ <b>Remarks &amp; Remedy</b></p> <ul style="list-style-type: none"> <li>- Remarks and Remedy shall include the disposition of each Inspection: <i>Conformance per plans, Work in progress, Pending re-inspection, Non-compliant built conditions identified, Conflict with drawings identified, etc.</i></li> <li>- Inspector may provide recommendations and remedial actions to be verified, as applicable.</li> </ul>	

# ELECTRIC MOTORS AND ELEVATORS - IIC6

<b>■ Inspection / Test Required</b>	
<ul style="list-style-type: none"> <li>- <b>IIC6 Electric motors and elevators:</b> Where required by the construction documents for energy code compliance, motor listing or labels must be visually inspected to verify that they comply with the respective energy requirements in the construction documents. Elevators and escalators must be inspected for compliance with regenerative drive requirements.</li> <li>- Inspector shall verify motor listings and document motor / elevator operations per specifications.</li> </ul>	<b>C403.8, C405.6, C405.7, C405.8, C405.9; ASHRAE 90.1 – 8.4.4, 10.4, 10.8</b>
<b>■ Observations, Comments &amp; Description</b>	
<ul style="list-style-type: none"> <li>- Verify that installed motors are high efficacy, matching BHP and efficiency per Approved documents.</li> <li>- Where type, BHP or efficiency does not match, Inspector shall document deviation at location and may recommend remedy.</li> </ul>	
<b>■ Photographic Documentation</b>	
<ul style="list-style-type: none"> <li>- Verify as-built conditions match specifications in construction drawings.</li> <li>- Provide photograph a sample of each motor type and document installed conditions, as applicable.</li> </ul>	
<b>■ Remarks &amp; Remedy</b>	
<ul style="list-style-type: none"> <li>- Remarks and Remedy shall include the disposition of each Inspection: <i>Conformance per plans, Work in progress, Pending re-inspection, Non-compliant built conditions identified, Conflict with drawings identified, etc.</i></li> <li>- Inspector may provide recommendations and remedial actions to be verified, as applicable.</li> </ul>	