

Procedure for windows and doors:

To participate in Oregon Trail Electric Cooperative's (OTEC's) window program the following conditions must be met:

1. Have permanently installed electric heat or have only wood heat with electric usage showing space heating is utilized
2. Current windows must be single pane with any framing or double pane with aluminum framing. Sliding glass doors must meet this same criteria as windows
3. All other doors must not be sealing well and a picture must be supplied showing light around the door. The same heating requirements apply as well.

Get bid (bid must have u-factor of windows, energy star compliance for "other doors", size, quantity, if the window has safety glass, manufacturer, model number and cost)

Consumer must supply list of current window sizes and types (Sliding, picture, etc; single pane or double pane; framing material (wood, aluminum, etc) and type of heat in the home (Form attached)

Make sure safety glass is spec'd where conditions warrant (based on state code attached)

Make sure windows spec'd are .30, .29, .28, etc (or lower—the lower the number the better the window)
This was the old amount, we don't know if there is a new amount what it will be.
Read "Care for your Air" and sign "Indoor Air Quality Homeowners Disclosure"

Meet with Energy Program Representative if you decide to proceed with project prior to ordering your windows.

Funding is not guaranteed until project is complete based on -1st project complete 1st to receive funds

Order materials and have windows installed based on attached best practices guide

Make sure all your windows have the stickers on them when you take possession of them.

*All windows have a unique number on them that matches the sticker – please keep the sticker with the window so once it is installed you will know where that window is.

Once the windows are installed make a diagram (see example attached) for each window

Turn in the stickers from the windows with the diagrams showing where they were installed to OTEC

Complete Check list and turn into OTEC with stickers

Random inspections to verify information will happen throughout the process

Once project is completed and all paperwork has been completely filled out and turned in then funding will be determined and consumer will be notified.

****Funding is extremely limited and first come first serve. Please submit to OTEC prior to ordering your windows with the rebate application and audit form.**



Residential Weatherization Specification Manual

October 1, 2011

Indoor Air Quality Homeowner Disclosure

Weatherization work may affect the Indoor Air Quality (IAQ) in your home. This is because weatherization work can reduce the amount of outdoor air that naturally comes into your home through small air leaks in the home's exterior. When weatherization measures are installed, it's a good time to assess the IAQ of your home as well as inspect and upgrade your home's ventilation components.

All homes have some sort of "ventilation". At a minimum, operable windows and small unintentional air-leaks distributed throughout the house allow outside air into the house under certain conditions. This may not always be adequate for good indoor air quality.. Many homes also have mechanical exhaust fans in kitchens and bathrooms to provide ventilation in those areas. Other homes have dedicated controlled ventilation systems designed to provide fresh air to dilute other pollutants in the house.

The US EPA recommends following ASHRAE Standard 62.2, which requires homes have carefully designed ventilation systems. The standard separates ventilation systems into two primary components: spot ventilation for kitchen and bathrooms for moisture and odor control; whole house ventilation that introduces regulated amounts of outdoor air to dilute other contaminants not controlled by spot ventilation. The specific requirements depend on the characteristics of the house. We strongly recommend you seek further guidance on how to comply with the US EPA's recommendations. Contact your utility or contractor for more information.

Of course, your behavior also plays a significant role in the overall IAQ. It's important to operate ventilation systems when bathing or cooking. Ventilation systems are not typically designed to remedy pollution caused by smoking indoors or excessive moisture due to a plumbing leak or unvented dryer, for example.

If your home has a combustion appliance, a carbon monoxide alarm will be installed. This is for your safety. The CO alarm helps protect you by warning of elevated levels of carbon monoxide, a harmful by product of combustion-fuel appliances such as furnaces, stoves, fireplaces and water heaters. It is important for you to keep the CO alarm, like your smoke alarm, in good working condition with fresh batteries at all times.

I have received a copy of *EPA Care for Your Air: A Guide to Indoor Air Quality* and received an explanation of the importance of source control, natural and mechanical spot and whole house ventilation. I have been informed that weatherization measures may affect the Indoor Air Quality of my home.

Homeowner

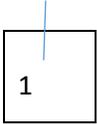
Address

Date

For more information, visit <http://www.epa.gov/iaq/pubs/insidest.html>

Paste sticker in this box (If two stickers won't fit on this page, turn sideways and try that)
Above this box draw a square and put a hash mark on the square approximately where the window/door that the sticker is from. If you have more than one floor, put the floor number in the center of the box.

Example:



Attach as many pages as necessary

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Example:

