

Decommissioning Checklist – Multifamily, SMB, C&I Clean Heat Projects



NYS Clean Heat



This Decommissioning Checklist for the New York State (NYS) Clean Heat Statewide Heat Pump Program (Program) on behalf of Consolidated Edison Company of New York, Inc. (Con Edison) outlines decommissioning standards and requirements for eligibility for all multifamily, small medium business (SMB), and commercial and industrial (C&I)¹ space and water heating projects. For full requirements, please refer to the New York State [Clean Heat Con Edison Heat Pump Program Manual, which is the Program Manual particular to Con Edison.](#)

Contractors applying for decommissioning incentives must complete the appropriate checklist to be eligible for decommissioning incentives.

The participating contractor overseeing eligible work under the Program remains responsible for complying with all applicable federal, state, and municipal laws, regulations, and codes in connection with all work performed on behalf of the customer.

While the decommissioning guidance proposed by this Decommissioning Checklist is generally based on best practices, this Decommissioning Checklist is not intended to create a reliance on the part of any customer or contractor participating in any incentive program sponsored by Con Edison, nor is it intended to take the place of the knowledge, expertise, and obligation of any contractor retained by a customer to perform work in connection with Con Edison incentives. The guidance is not intended to supersede existing building or fire code requirements that may apply to homeowners, landlords, or in-home contractors. Con Edison is not a party to any contract with a customer for the performance of work in connection with any incentives, nor is Con Edison a party to any contract with any contractor or subcontractor for the performance of any work for a customer.

The checklist tasks provided below should be performed and the checklist should be submitted as part of the incentive application to claim project incentives. Note that the checklist tasks vary slightly according to the fossil fuel used by the space heating system or the domestic hot water (DHW) heating appliance being decommissioned and/or the building type.

If the specific decommissioning scope encountered is not reflected in one of the scenarios below, please contact Con Edison for all ground source heat pump projects and C&I air source heat pump (ASHP) projects, or Willdan for multifamily and SMB ASHP projects at the contact information immediately below.

SMB: ConEd-SMBProgram@willdan.com

Multifamily: cleanheatmultifamily@coned.com

C&I: cleanheatcommercial@coned.com

In addition to this Decommissioning Checklist on decommissioning existing systems, the Program strongly recommends the installation of a carbon monoxide detector and smoke detector in the building during installation of equipment eligible under the Program, even if removing fossil fuel heating equipment, as a customer protection best practice.²

¹ Except for Category 10 Partial Load projects and facilities that qualify as Critical Facilities as outlined in Table 25 of Con Edison Clean Heat Program Manual
² Here again, and throughout this Decommissioning Checklist, this guidance is not intended to replace existing building or fire code requirements that apply to homeowners, landlords, or in-home contractors.

General Requirement

To be eligible for Clean Heat Incentives the heat pump system installed must be sized to satisfy $\geq 100\%$ of the applicable space's heating load at design temperature and the applicable space must be able to be decommissioned according to the checklist below. If any of the scenarios below do not cover aspects of the applicable space, contact your account manager for a further arrangement.

Status of Existing Heating System (Select one)

- Removed from site
- Decommissioned (equipment inoperable)
- Left in Place for DHW or space heating outside of project scope (equipment operable)

Customer Required Notification

- If decommissioning of a natural gas space heating and DHW system removes all natural gas use in the building, call gas company to remove meter and riser.
Con Edison: 1-800-752-6633
National Grid: 1-718-643-4050
- If decommissioning a propane or oil space heating and DHW system removes all propane use in the building, call the propane delivery company to recover its storage tank.

1. Removed from site – best practice

- Remove the natural gas, delivered fuel, or steam space heating and water heating appliance(s). Includes removing all connecting fuel lines to the appliance and permanently sealing any exhaust vent openings.

2. Decommissioned – inoperable equipment remaining in place

- Remove all heating zone circulator pumps as applicable.
- Disconnect piping connecting all hydronic or steam radiators in every zone previously receiving heating via fuel burning equipment. This can either be done by disconnecting and capping piping to building risers in boiler rooms, basements, mechanical rooms, or common areas or disconnecting piping local to hydronic or steam radiators to every zone.
- Disconnect piping delivering fuel and/or steam to the heating equipment. If natural gas, propane, or steam will continue to be used in another capacity on site, remove all extraneous plumbing to the extent allowed.
- Remove burner assembly on each space and/or DHW heating appliance being decommissioned.
- Permanently seal any exhaust vent openings at the decommissioned appliance.
- Remove wiring between the boiler's control module and the boiler as well as control module.
- Remove the obsolete thermostat controlling the heating/fuel oil heating appliance in every zone previously receiving heating via fuel burning equipment (if applicable).
- Confirm new thermostat will be installed to control the new heat pump system(s).

3. Left in Place – operable equipment serving space or water heating not addressed in the electrification scope of work

- Disconnect piping connecting all hydronic or steam radiators in every zone to be served by heat pump equipment. Plumbing should be dismantled flush to the floor or as close as possible to reduce the possibility of reconnection and to prevent injury.
- Remove the thermostat controlling the zone-specific natural gas, propane, or steam space heating equipment (if applicable).
- Confirm new thermostat will be installed to control the new heat pump system(s).

NYS Clean Heat Participating Contractor Acknowledgement

I acknowledge that all relevant tasks as laid out on this checklist and that may otherwise be required by law must be completed in order to receive a Con Edison incentive for the project installed for the customer providing acknowledgement below, that I must meet all of the requirements provided for by the Participating Contractor Agreement entered into with Con Edison and governing my participation in the Program, and that I have informed the customer of decommissioning requirements and best practices.

Contractor Signature: _____

Contractor Name (Print): _____

Date: _____

NYS Clean Heat Customer Acknowledgement

I acknowledge that all relevant tasks as laid out on this checklist must be completed and that I have been informed by the contractor of decommissioning requirements and best practices.

I acknowledge that all other customer expectations are met as laid out in the Participation Acknowledgment Form.

Customer Signature: _____

Customer Name (Print) : _____

Date: _____