



September 20, 2011

MEMORANDUM FOR WEATHERIZATION SUB-GRANTEES

From: Energy and Housing Services
Kimberly Weed, Manager of Compliance & Quality Assurance

Subject: Notice ME-WAP-2011-04
Client Electrical Use Requirements – **Effective Immediately**

As noted in the Maine Weatherization Standard Guidelines, MaineHousing does not recognize nor approve of the practice of tapping into a client's electrical service box in order for a contractor to complete his/her work on a weatherization job. This applies to all contractors, whether they have a licensed electrician on staff or not.

Contractors should own or have access to a generator when running their equipment, including a blowing machine. If the client provides written permission, MH will allow the contractor to use **existing** outlets as an alternative. Existing outlets are those outlets already in place that don't require any modification(s) to make them adequate sources of power for the use of the equipment.

If the contractor chooses to seek client permission, the written authorization should be kept on file in the client's weatherization job file. We have provided as an attachment to this notice a copy of a client permission form for the contractor's use.



Client Electrical Use Sign Off

Based on the Maine Weatherization Standard Guidelines developed and administered by Maine Housing and approved by the Department of Energy, program contractors are allowed use of clients' direct power source for administering weatherization measures with written permission. By signing this, I, as the eligible client or landlord, give permission to the contractor to use my electricity from an approved source (see below).

Approved power sources:

- direct plug into an existing 110 volt manufactured UL approved plug
- direct plug into an existing 220 volt manufactured approved plug for the range or dryer

The contractor must:

- use a UL approved power cord and plug that matches the configuration of the existing outlet;
- not modify/alter any plug, outlet, or power cord for access; and
- not directly access power through a client's service panel.

By signing this, I grant the contractor use of my electricity but can in no way charge for services used.

Client Name (Print) _____ Date _____

Client Signature _____

Contractor Name (Print) _____

Contractor Signature _____ Date _____