

## Con Edison Clean Heat Program Non-Residential Decommissioning Checklist

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 Business & Nonprofit (Small Biz), and commercial and industrial (C&I)<sup>1</sup> space and water full load heating projects. The decommissioning requirements detailed in this checklist do not apply to hot water heating applications seeking incentives under categories 6 or 6a. For complete decommissioning requirements and eligible exemptions, 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 applicable checklist tasks provided below must be performed and the checklist must 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 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, C&I and Multifamily air source heat pump (ASHP) projects, or your Willdan account manager for Small Biz ASHP projects at the contact information below.

**Small Biz:** [Coned-smallbiz@willdan.com](mailto:Coned-smallbiz@willdan.com)

**Multifamily:** [Cleanheatmultifamily@coned.com](mailto:Cleanheatmultifamily@coned.com)

**C&I:** [Cleanheatcommercial@coned.com](mailto:Cleanheatcommercial@coned.com)

**GSHP:** [Geothermal@coned.com](mailto:Geothermal@coned.com)

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<sup>1</sup> Except for Category 10 Partial Load projects and facilities that qualify as Critical Facilities as outlined in Con Edison Clean Heat Program Manual Non-Residential Decommissioning Checklist | Revision Version 2025.1

## Con Edison Clean Heat Program Non-Residential Decommissioning Checklist

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

There are a total of 4 checklists contingent on existing conditions. To determine which checklist to use, follow these steps:

### 1. Identify the Type of System:

- Determine if the system being decommissioned is a natural gas, oil, propane, electric resistance, or non-cold climate ASHP, and if there is a separate DHW system.

### 2. Assess the Scope of Decommissioning:

- Are you decommissioning the entire heating system?
- Does the heating appliance need to remain operational to provide DHW?
- Are you decommissioning an electric resistance or ASHP system?
- Is this a multi-unit building where some units will still rely on the existing system?

### 3. Use the Appropriate Checklist

- Based on your answers, select the correct checklist using the table below
- If multiple heating system types are present (e.g., natural gas and electric resistance), checklists must be completed and submitted for each system type.

Type of System Being Decommissioned	Is Entire Heating System Being Decommissioned?	Does the Heating Appliance Have to Remain Operational to Provide DHW or Space Heating Outside of Project Scope?	Checklist
Natural Gas, Oil, or Propane Heating System	Yes	No	<b>Checklist 1:</b> Whole-Building Decommissioning of Existing Natural Gas, Oil, or Propane Heating Systems
Natural Gas, Oil, or Propane Heating System	No	Yes	<b>Checklist 2:</b> Decommissioning of Heating System (continue operation for DHW or Space Heating Outside Project Scope)
Electric Resistance or Non-Cold Climate ASHP	Yes	No	<b>Checklist 3:</b> Decommissioning of Electric Resistance or Non-ccASHP Systems
Natural Gas, Oil, or Propane Domestic Hot Water Heating System	Yes	No	<b>Checklist 4:</b> Decommissioning of Existing Natural Gas, Oil, or Propane DHW Systems

### 4. Submit Pre and Post Installation Photos (if required):

- Determine if your program requires pre and post decommissioning photos by reviewing the table below. If required, see photo requirements in Exhibit 1. If no, pre and post decommissioning photos will be captured during inspections.

Program	Pre and Post Decommissioning Photos Required
Commercial and Industrial - ASHP and GSHP	No
Multi-Family -ASHP and GSHP	
Small Biz	Yes

## Checklist 1: For Whole-Building Decommissioning of Existing Natural Gas, Oil, or Propane Heating Systems

All work should be completed in compliance with local, state, and national rules, regulations and building codes, which supersede any statements or requirements below. If a requirement below conflicts with local, state, or national rules, regulations, or building codes, do not follow the requirement. Instead, describe the variance in the notes field. Contractor assumes liability related to all decommissioning work, as outlined in the Participation Agreement(s) and/or Clean Heat Program Manual.

<b>Contractor Name:</b>		<b>Project Address:</b>	
<b>For All Projects:</b>			
<b>Actions:</b>			
<input type="checkbox"/> Notify customer(s) that they must call their gas utility or fuel provider to inform them of reduced or eliminated usage. <p style="text-align: center;"><b>Con Edison: 1-800-75-CONED; National Grid: 1-718-643-4050</b></p> <input type="checkbox"/> Remove old thermostat(s) if it will not be used to control new heat pumps. <input type="checkbox"/> Seal any disconnected ductwork with rigid metal caps and fasteners. <input type="checkbox"/> Seal any hydronic or steam distribution system piping. <i>For hydronic systems:</i> use metal soldered caps, threaded fittings, press fittings, or brazing. <i>For steam systems:</i> use a threaded fitting or PVC cap with a metal clamp. <input type="checkbox"/> Remove exhaust venting for decommissioned appliance. Seal exhaust opening with rigid metal caps and fasteners, or repair wall penetration if exhaust vent is fully removed. <input type="checkbox"/> If existing natural gas, oil, or propane water heater will remain operational and shares a flue with the decommissioned appliance, modify exhaust duct according to local, state, and national building codes to enable continued venting of water heater. <input type="checkbox"/> Ensure there is a working Carbon Monoxide detector mounted in the vicinity of the Combustion Appliance Zone. <input type="checkbox"/> Disconnect appliance power supply and remove visible wiring to the decommissioned appliance.			
<b>If Removing Existing Heating Appliance:</b>		<b>For Natural Gas Appliances:</b>	
<input type="checkbox"/> Completely remove the existing space heating appliance from site.		<input type="checkbox"/> Disconnect and remove visible fuel line to the appliance valve and cap with a press fitting or a threaded fitting using thread sealant.	
<b>If Disabling Existing Heating Appliance and Leaving in Place:</b>		<b>For Fuel Oil or Propane Appliances:</b>	
<input type="checkbox"/> Remove the burner assembly (including the ignitor and fuel piping inside the appliance). <input type="checkbox"/> Remove the control module (including ignition controls, pressure controls, and zone pump valves as appropriate) and disconnect and remove wiring. <input type="checkbox"/> Remove any circulation pumps and valves (hydronic/hot water systems only).		<input type="checkbox"/> Disconnect and remove visible fuel lines to the decommissioned appliance (including the oil filter) and cap with a threaded fitting. <input type="checkbox"/> If fuel oil or propane will no longer be used in the home, follow appropriate local, state, and federal code concerning the removal or filling of the oil or propane tank. <input type="checkbox"/> If removing oil or propane tank, remove the fuel fill line and close both wall penetrations <input type="checkbox"/> If the fuel tank is being left on site and unused following the heating system conversion, have customer sign the <a href="#">Con Edison Leaving Oil Tanks When Switching to Heat Pumps</a> document and submit this document with this checklist.	
<b>Notes:</b>			

## Checklist 2: For Whole-Building Decommissioning of Existing Natural Gas, Oil, or Propane Heating Systems

### Where Existing Heating System Continues to Provide Domestic Water Heating and/or Space Heating outside of Project Scope

All work should be completed in compliance with local, state, and national rules, regulations and building codes, which supersede any statements or requirements below. If a requirement below conflicts with local, state, or national rules, regulations, or building codes, do not follow the requirement. Instead, describe the variance in the notes field. Contractor assumes liability related to all decommissioning work, as outlined in the Participation Agreement(s) and/or Clean Heat Program Manual.

<b>Contractor Name:</b>		<b>Project Address:</b>	
<b>For Projects Where Existing Heating System Continues to Provide Domestic Water Heating:</b>			
<b>Actions:</b>			
<input type="checkbox"/> Notify customer(s) that they must call their gas utility or fuel provider to inform them of reduced or eliminated usage. <div style="text-align: center;"><b>Con Edison: 1-800-75-CONED; National Grid: 1-718-643-4050</b></div> <input type="checkbox"/> Remove old thermostat(s) if it will not be used to control new heat pumps. <input type="checkbox"/> Remove any circulation pumps and valves not in use by DHW system. Ensure DHW production is not impacted by removal. <input type="checkbox"/> Seal any hydronic or steam distribution system piping leaving the appliance for space heating purposes. For hydronic systems: use metal soldered caps, threaded fittings, press fittings, or brazing. For steam systems: use a threaded fitting or PVC cap with a metal clamp. <input type="checkbox"/> Ensure there is a working Carbon Monoxide detector mounted in the vicinity of the Combustion Appliance Zone.			
<b>For Projects Where Existing Heating System Continues to Provide Space Heating outside of Project Scope:</b>			
<input type="checkbox"/> Remove heating zone circulator pumps for the space(s)/apartment(s) receiving the heat pump installation and cap circulation pipes. <input type="checkbox"/> Disconnect and seal pipes connecting all hydronic or steam terminal units in the space(s)/apartment(s) receiving the heat pump installation as flush to the floor or wall. For hydronic systems: use metal soldered caps, threaded fittings, press fittings, or brazing. For steam systems: use a threaded fitting or PVC cap with a metal clamp. <input type="checkbox"/> Remove wiring between the boiler’s control module and zone valve or circulator pumps for the space heating zones serving the space(s)/apartment(s) receiving the heat pump installation. <input type="checkbox"/> Remove the thermostat(s) controlling the heating/fuel oil heating appliance(s) in the space(s)/apartment(s) receiving the heat pump installation OR if left in place, confirm existing thermostat(s) will be used to control the heat pump system(s) being installed. <input type="checkbox"/> Disconnect and/or seal ductwork serving the space/apartment receiving the heat pump with rigid metal caps and fasteners. <input type="checkbox"/> Ensure there is a working Carbon Monoxide detector mounted in the vicinity of the Combustion Appliance Zone.			
<b>Notes:</b>			



### Checklist 3: For Whole-Building or Individual Space/Apartment Decommissioning of Existing Electric Resistance or Non-ccASHP Heating Systems

All work should be completed in compliance with local, state, and national rules, regulations and building codes, which supersede any statements or requirements below. If a requirement below conflicts with local, state, or national rules, regulations, or building codes, do not follow the requirement. Instead, describe the variance in the notes field. Contractor assumes liability related to all decommissioning work, as outlined in the Participation Agreement(s) and/or Clean Heat Program Manual.

<b>Contractor Name:</b>		<b>Project Address:</b>	
<b>For Electric Resistance Heating Systems:</b>			
<b>Actions:</b>			
<input type="checkbox"/> Remove electric resistance system power source. <input type="checkbox"/> Remove the thermostat(s) controlling the electric resistance system OR if left in place, confirm existing thermostat(s) will be used to control the heat pump system being installed.			
<b>For Existing <u>Non</u>-Cold Climate ASHP Space Heating:</b>			
<b>Actions:</b>			
<input type="checkbox"/> Use an EPA 608 certified technician to recover refrigerant. <input type="checkbox"/> Remove OR reuse electrical connections from the existing heat pump system. <input type="checkbox"/> Remove existing line sets OR re-use line set for new system. <input type="checkbox"/> Remove existing outdoor compressor from site. <input type="checkbox"/> Seal any disconnected ductwork with rigid metal caps and fasteners.			
<b>Notes:</b>			

### Checklist 4: For Decommissioning of Existing Natural Gas, Oil, or Propane Domestic Hot Water (DHW) Systems

All work should be completed in compliance with local, state, and national rules, regulations and building codes, which supersede any statements or requirements below. If a requirement below conflicts with local, state, or national rules, regulations, or building codes, do not follow the requirement. Instead, describe the variance in the notes field. Contractor assumes liability related to all decommissioning work, as outlined in the Participation Agreement(s) and/or Clean Heat Program Manual.

<b>Contractor Name:</b>	<b>Project Address:</b>	
<b>All Projects:</b>		
<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notify customer(s) that they must call their gas utility or fuel provider to inform them of reduced or eliminated usage. <b>Con Edison:</b> 1-800-75-CONED; <b>National Grid:</b> 1-718-643-4050</li> <li><input type="checkbox"/> Completely remove the existing DHW appliance from the site.</li> <li><input type="checkbox"/> Remove exhaust venting for decommissioned appliance. Seal exhaust opening with rigid metal caps and fasteners, or repair wall penetration if exhaust vent is fully removed.</li> <li><input type="checkbox"/> Disconnect and remove any visible electrical wiring to the existing DHW system that is unused by the new appliance.</li> <li><input type="checkbox"/> Ensure there is a working Carbon Monoxide detector mounted in the vicinity of the Combustion Appliance Zone.</li> </ul>		
<b>For Natural Gas Appliances:</b>	<b>For Fuel Oil or Propane Appliances:</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Disconnect and remove visible fuel line to the appliance valve and cap with a press fitting or a threaded fitting using thread sealant.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Disconnect and remove visible fuel lines to the decommissioned appliance (including the oil filter) and cap with a threaded fitting.</li> <li><input type="checkbox"/> If fuel oil or propane will no longer be used in the home, follow appropriate local, state, and federal code concerning the removal or filling of the oil or propane tank.</li> <li><input type="checkbox"/> If removing oil or propane tank, remove the fuel fill line and repair both wall penetrations.</li> <li><input type="checkbox"/> If the fuel tank is being left on site and unused following the heating system conversion, have customer sign the <a href="#">Con Edison Leaving Oil Tanks When Switching to Heat Pumps</a> document.</li> </ul>	
<b>Notes:</b>		

Con Edison Clean Heat Program Non-Residential Decommissioning Checklist

**Exhibit 1: Pre and Post Decommissioning Photo Requirements**

If required, take Pre and Post Decommissioning Photos of equipment and systems. All photos must be date and time stamped.

Mark Applicable Checklist	Checklist		Photo Requirements <i>(Check when complete to ensure photo requirements are met)</i>
<input type="checkbox"/>	<b>Checklist 1: Whole-Building Decommissioning of Existing Natural Gas, Oil, or Propane Heating Systems</b>		<input type="checkbox"/> Existing space heating appliance (if removed, photo must be taken with appliance off-site) <input type="checkbox"/> Existing water heating appliance <input type="checkbox"/> Exhaust vents of existing space heating appliance and water heater (if vented) <input type="checkbox"/> Supply and return ductwork where it connects to the decommissioned appliance (if applicable) <input type="checkbox"/> Supply and return steam or hot water distribution pipes leaving the existing heating appliance (if applicable) <input type="checkbox"/> Fuel line(s), at the appliance valve(s) and (pre-installation) connection to appliance being decommissioned <input type="checkbox"/> Space heating control module <input type="checkbox"/> Burner assembly <input type="checkbox"/> Fuel tank and fill line, propane, or oil (if applicable and visible) <input type="checkbox"/> Thermostat(s) <input type="checkbox"/> CO detector
<input type="checkbox"/>	<b>Checklist 2: Whole-Building Decommissioning of Existing Natural Gas, Oil, or Propane Heating Systems Where Existing Heating System Continues to Provide Domestic Water Heating and/or Space Heating Outside of Project Scope</b>	<b>Existing System Continues to Provide Domestic Hot Water:</b>	<input type="checkbox"/> Existing space heating appliance <input type="checkbox"/> Exhaust vents of existing space heating appliance <input type="checkbox"/> Supply and return steam or hot water distribution pipes leaving the existing heating appliance (if applicable) <input type="checkbox"/> Zone relay and associated wiring (if applicable) <input type="checkbox"/> Thermostat(s)
		<b>Existing System Continues to Provide Space Heating Outside of Project Scope:</b>	<input type="checkbox"/> Existing space heating appliance <input type="checkbox"/> Supply and return ductwork where it connects to the apartment receiving the heat pump (if applicable) <input type="checkbox"/> All hydronic or steam terminal units (e.g., radiators) in the apartment receiving the heat pump <input type="checkbox"/> Heating zone pumps <input type="checkbox"/> Control module wiring <input type="checkbox"/> Thermostat(s) controlling the appliance(s)
<input type="checkbox"/>	<b>Checklist 3: Whole-Building or Individual Apartment Decommissioning of Existing Electric Resistance or Non-ccASHP Heating Systems</b>	<b>Electric Resistance Heating Systems:</b>	<input type="checkbox"/> Electric resistance system <input type="checkbox"/> Zonal heaters (including baseboards) <input type="checkbox"/> Wall heaters <input type="checkbox"/> Radiant systems <input type="checkbox"/> Thermostat(s) controlling the appliance(s)
		<b>Existing Non-Cold Climate ASHP Space Heating:</b>	<input type="checkbox"/> Indoor units <input type="checkbox"/> Outdoor units <input type="checkbox"/> Equipment name plate <input type="checkbox"/> Outdoor unit(s) connected to gauge manifold, recovery machine and reclamation tank on a scale <input type="checkbox"/> Supply and return ductwork where it connects to the decommissioned appliance (if applicable)
<input type="checkbox"/>	<b>Checklist 4: Decommissioning of Existing Natural Gas, Oil, or Propane Domestic Hot Water (DHW) Systems</b>		<input type="checkbox"/> Existing water heating appliance <input type="checkbox"/> Exhaust vents of existing water heater <input type="checkbox"/> Fuel line(s), at the appliance valve(s) and (pre-installation) connection to appliance being decommissioned <input type="checkbox"/> Distribution piping

**Terms & Conditions**

This Non-Residential 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 incentives in non-residential 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.

Decommissioning, in this context, refers to a process where a customer no longer relies on their previous heating appliance to provide space heating and/or domestic hot water (DHW). For a project to be eligible for clean heat incentives that include decommissioning incentives, the existing heating appliance must be disconnected and removed, or disabled in conjunction with the installation of an eligible heat pump system in a manner consistent with all applicable federal, state, and municipality laws, regulations, and codes. To be eligible for decommissioning incentives, contractors must complete all requirements associated with the site conditions described above, unless they conflict with applicable federal, state, or municipal laws, regulations or codes, and submit the completed Non-Residential Decommissioning Checklist as part of the project application. Please contact your Program account manager for any projected related questions. For Small Biz project inquiries please contact: [Coned-smallbiz@willdan.com](mailto:Coned-smallbiz@willdan.com), for Multifamily project inquiries please contact: [Multifamily@coned.com](mailto:Multifamily@coned.com), and for C&I project inquiries please contact: [CleanHeatCommercial@coned.com](mailto:CleanHeatCommercial@coned.com). In addition to removing the existing appliance, if any remaining DHW appliance uses a natural gas, propane, or fuel oil, the Program requires the installation (if not already installed) of working carbon monoxide and smoke detectors that perform when the device’s test sequence is initiated in the building during installation of equipment eligible under the Program. In addition to removing the existing appliance, if any remaining DHW appliance uses a natural gas, propane, or fuel oil, the Program requires the installation (if not already installed) of working carbon monoxide and smoke detectors that perform when the device’s test sequence is initiated in the building during installation of equipment eligible under the Program.

While the guidance outlined in this Non-Residential Decommissioning Checklist is derived from industry best practices, this Non-Residential Decommissioning Checklist is not intended to establish a reliance on the standards and requirements outlined herein on the part of any customer or contractor participating in any incentive program sponsored by Con Edison. Additionally, it does not replace the knowledge, expertise, and obligation of any contractor retained by a customer to perform work in connection with Con Edison incentives. The Non-Residential Decommissioning Checklist does not replace 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.

Participating Contractor Attestation	Participating Customer Attestation
<p>I attest that I have performed all relevant tasks as laid out in this Non-Residential Decommissioning Checklist and that may be otherwise required by law for the project installed for the customer providing attestation below, that I have met all of the requirements for the Program 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.</p> <p>Contractor Representative Signature: _____</p> <p>Contractor Rep. Name (Print): _____ Date: _____</p>	<p>I affirm that I have completed all tasks outlined in the Non-Residential Decommissioning Checklist and have been informed by the contractor about the decommissioning requirements and best practices. Additionally, I commit to permanently disabling my previous heating appliance, as it is a prerequisite for eligibility for the rebate. I acknowledge that reconnecting my former heating appliance violates the contract and that a secondary inspection may occur to assess onsite conditions. Furthermore, I acknowledge that all other customer expectations, as stipulated in the Participation Acknowledgment Form, have been satisfactorily addressed.</p> <p>Customer Signature: _____</p> <p>Customer Name (Print): _____ Date: _____</p>