

BUSINESS CHECKLIST

Commercial Solar Readiness Checklist

Prepare the energy data, site information, decision structure and financing requirements needed for a credible solar audit, feasibility study or investment discussion.

Designed for: SMEs, commercial and industrial facilities, schools, hospitals, churches, NGOs, property owners and institutions

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PURPOSE

Avoid starting with equipment

Commercial solar projects fail early when the organisation requests a quotation before defining the energy baseline, site constraints, procurement route and investment objective. Use this checklist to prepare a complete project brief.

Readiness principle

A supplier can only produce a bankable proposal when the organisation provides credible data and names the people who can approve technical, financial and contractual decisions.

Primary objective

- ☐ Reduce electricity expenditure and daytime grid consumption.
- ☐ Improve reliability for critical operations.
- ☐ Replace or reduce diesel-generator operation.
- ☐ Support expansion or new productive-use loads.
- ☐ Meet sustainability, emissions or reporting targets.
- ☐ Develop an investable portfolio of multiple facilities.

1

Energy and cost data

- ☐ At least 12 consecutive months of KPLC bills; 24 months is preferable for seasonal facilities.
- ☐ Billing-period start and end dates, kWh, maximum demand where applicable, taxes/levies and total amount.
- ☐ Generator fuel consumption, run hours, maintenance cost and generator rating.
- ☐ Operating hours by day, shift and season.
- ☐ Known expansion, electrification or efficiency projects that will change future load.
- ☐ Interval or meter data where available.
- ☐ List of critical loads that cannot tolerate outages.
- ☐ Separate tenant, production-line or building meters where relevant.

Data-quality test

Totals should reconcile. If bills are missing, meter numbers changed or production was disrupted, record the reason rather than silently averaging the gap.

2

Site, roof and electrical infrastructure

- ☐ Site address, GPS location and clear access arrangements.
- ☐ Roof ownership, age, material, condition, dimensions and structural information.
- ☐ Ground area or carport opportunities if roof area is insufficient.
- ☐ Shading from trees, tanks, towers, adjacent buildings or future developments.
- ☐ Main incomer rating, phase configuration, transformer details and single-line diagram where available.
- ☐ Main distribution boards, generator/ATS arrangement and power-factor correction equipment.
- ☐ Space for inverters, batteries, switchgear, monitoring and maintenance access.
- ☐ Fire-safety requirements, lightning/earthing system and site-security conditions.
- ☐ Roof warranties, landlord approvals, lease term and planned renovations.

3

Operations and load profile

- ☐ Production or service schedule by hour and day.
- ☐ Motors, pumps, compressors, HVAC, refrigeration, heating and other major loads.
- ☐ Start-up sequence and surge requirements for motor loads.
- ☐ Loads that can be shifted to solar hours.
- ☐ Loads requiring backup versus loads that can shut down.
- ☐ Power-quality problems, nuisance tripping or voltage fluctuations.
- ☐ Energy-efficiency opportunities that should be implemented before or alongside solar.
- ☐ Planned electric vehicles, heat pumps, water pumping, cold rooms or new equipment.

Efficiency-first check

Reducing avoidable consumption can lower the solar CAPEX and improve project economics. Include lighting, motors, controls, HVAC, compressed air and operational practices in the baseline review.

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Governance, procurement and approvals

- ☐ Executive sponsor who owns the business case.
- ☐ Technical focal person with access to the site and electrical records.
- ☐ Finance focal person who can provide bills, budgets and financial constraints.
- ☐ Procurement/legal focal person for tendering and contracts.
- ☐ Defined approval thresholds and board/committee requirements.
- ☐ Preferred procurement route: competitive tender, negotiated procurement, framework or developer selection.
- ☐ Requirements for supplier experience, licences, insurance, warranties and references.
- ☐ Evaluation methodology covering technical compliance, lifecycle cost and commercial risk.
- ☐ Landlord, insurer, lender, utility or statutory approvals that may be required.

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Financing and commercial model

Model	Organisation typically considers	Questions to resolve
Direct CAPEX	Uses own funds or debt and owns the asset.	Budget, procurement timing, tax treatment, O&M; and performance risk.
Lease / asset finance	Pays over an agreed term while using the system.	Deposit, interest/fees, ownership transfer, security and maintenance.
PPA / EaaS	Purchases energy or service under a long-term contract.	Tariff/indexation, term, minimum purchase, roof rights, termination and performance.
Grant / blended finance	Combines concessional support with commercial or own funding.	Eligibility, co-finance, impact metrics, reporting and procurement conditions.

- ☐ Maximum acceptable payback or minimum required return has been discussed.
- ☐ The organisation can share credit information required for third-party financing.
- ☐ The preferred contract term and decision deadline are known.
- ☐ Currency, inflation and tariff-escalation assumptions will be documented.

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Environmental, social and operational safeguards

- ☐ Safe access, working-at-height controls and contractor HSE requirements.
- ☐ Battery location, fire response and end-of-life responsibilities.
- ☐ Solar-module and electronic-waste handling plan.
- ☐ Community, tenant, employee or user communications where disruption is expected.
- ☐ Noise, visual, heritage or land-use constraints for generators, ground arrays or carports.
- ☐ Data privacy and cybersecurity expectations for monitoring platforms.
- ☐ Preventive-maintenance, cleaning and performance-reporting responsibilities.
- ☐ Insurance requirements during construction and operation.

Kenya reference note: Regulatory requirements, licensing categories, tariffs and utility processes may change. Confirm current requirements through EPRA (<https://www.epra.go.ke/>), Kenya Law (<https://new.kenyalaw.org/>), Kenya Power (<https://www.kplc.co.ke/>) and KEBS (<https://www.kebs.org/>) before making a final technical or investment decision.

READINESS SCORE

Score your project before requesting proposals

Area	0 - Not available	1 - Partial	2 - Complete	Score
12-24 months energy data				
Operations and load profile				
Site and roof information				
Electrical drawings / ratings				
Decision team and approvals				
Procurement route				
Financing model / budget				
HSE, insurance and safeguards				
Total				/ 16

Interpretation: 0-6 = collect essential data before procurement. 7-11 = ready for an initial audit or pre-feasibility review. 12-16 = ready to develop a detailed feasibility study and procurement package.

Next step

Use the Project Data Request Template to assemble the evidence behind this score. A readiness score is not a feasibility result.

Commercial advisory: energy audits • feasibility • BOQs and technical specifications • procurement support • financial modelling • implementation oversight

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