

PROJECT TEMPLATE

Solar Project Data Request Template

A structured request list for commercial energy audits, feasibility studies, procurement preparation and financing assessment.

Designed for: Businesses, institutions, project owners, consultants and facility teams

KENYA EDITION • 2026



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PROJECT PROFILE

Define the assignment

Organisation _____

Facility / site _____

Site address and GPS _____

Primary contact _____

Technical contact _____

Finance contact _____

Project objective _____

Decision deadline _____

Preferred procurement / financing model _____

REQUIRED DATA

Attach or complete the following

Energy records

12-24 months electricity bills; meter numbers; generator fuel and runtime; interval data if available.

Operations

Operating hours; shifts; seasonal changes; production or occupancy data; critical loads.

Electrical

Single-line diagrams; transformer and generator ratings; main incomer and distribution boards; power-factor data.

Site

Roof drawings and condition; structural information; shading; ground/carport areas; photos; access and security.

Future changes

New equipment, expansion, electrification, efficiency projects and planned operating changes.

Commercial

Budget range, approval process, procurement route, required payback/return and preferred contract term.

Legal / safeguards

Ownership or lease rights, landlord consent, insurance, HSE requirements, environmental and social constraints.

MONTHLY ELECTRICITY DATA

Use one row per bill

Month	Meter	Days	kWh	Max demand	Amount KSh	Notes

DOCUMENT REGISTER

Track what has been provided

Document	Available?	File name / link	Owner	Date
Electricity bills	■			
Generator logs	■			
Site photos	■			
Roof / structural drawings	■			
Single-line diagram	■			
Equipment list	■			
Operating schedule	■			
Lease / title / landlord approval	■			
Insurance requirements	■			
Procurement policy	■			
Financial model assumptions	■			
Environmental / HSE requirements	■			

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.