

Audit and Design: Resilience Ready Design Memo Template

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About: This memo template is intended to guide project teams in documenting key technical, spatial, and design considerations for making a community facility *resilience-ready*. It helps align architects, engineers, utilities, and stakeholders around practical steps for integrating solar, battery storage, and emergency power infrastructure during early design phases. The memo serves as a tool for communicating priorities, technical assumptions, and design recommendations that support long-term resilience and energy independence.

Usage Description: This template can be followed to create a Resilience Ready Memo to guide the design and audit stage of a CCRH (Clean Energy Community Resilience Hub) project.



Resilience Ready Memo Template

Objective:

This memo template is intended to guide project teams in documenting key technical, spatial, and design considerations for making a community facility *resilience-ready*. It helps align architects, engineers, utilities, and stakeholders around practical steps for integrating solar, battery storage, and emergency power infrastructure during early design phases. The memo serves as a tool for communicating priorities, technical assumptions, and design recommendations that support long-term resilience and energy independence.

Instructions:

Use this template to summarize recommendations discussed in meetings related to solar and battery readiness. Populate each section below with specific building information, load estimates, infrastructure requirements, and resilience-related design suggestions. Customize the memo based on project drawings, stakeholder feedback, and utility conversations. Attach relevant appendices or diagrams as needed to support engineering coordination and permitting efforts.

To: _____

From: _____

Date: _____

Subject: Solar and Battery Readiness for Community Resilience Hub

1. Meeting Summary and Context

List main decisions, and reference any reviewed drawings or layouts.

2. Photovoltaic (PV) and Energy Load Assumptions

- Estimated building footprint: _____ SF
- Proposed PV system size (kW): _____
- Estimated annual PV production: _____ kWh/year
- Estimated energy demand (normal operations): _____ kWh/year
- Estimated energy demand (emergency mode): _____ kWh over 72 hrs

3. Battery Storage Guidance

Recommended capacity: _____ kWh

Include estimated space required (dimensions), clearances, pad requirements, and location preferences.

4. Site Layout Recommendations

- Roof slope and orientation requirements
- Meter/disconnect proximity



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- Outdoor space for batteries and generator
- Allowances for vandalism protection and snow management

5. Indoor Provisioning

- Mechanical room space for inverters, controls, conduit routing
- Electrical panel planning for critical loads (e.g., lighting, refrigeration, HVAC)
- Conduit allowance to rooftop and parking area

6. Recommended Resilience Design Features

- Use of high-efficiency heat pumps (air or ground source)
- Shower and hygiene supply storage
- Emergency water/ice provisioning
- Indoor storage for emergency supplies (blankets, wheelchairs, kids items)
- ADA accessibility and inclusive design features

7. Next Steps and Considerations

Summarize action items, outstanding questions, and any permits or utility coordination required.

Please don't hesitate to reach out with any additional questions or updates.

Sincerely,

Name
Title