

Guide

# Murbly's support procedure for contractors, property managers and condo boards

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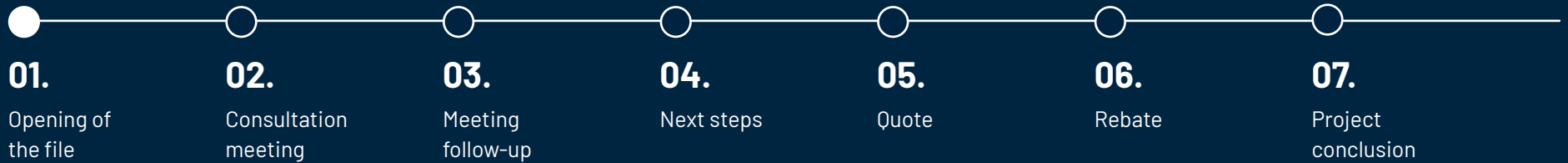
# What is Murbly?

Murbly is an informative platform that gives the general public and more specifically condo owners, condo boards and property managers access to a wide range of useful resources and tools for residential EV charging projects. We also offer a free consultation/guidance service to help you develop a charging strategy according to the context of your building as well as to oversee other aspects of the project such as access to available rebates, the legal aspect\* of such a project, the necessary budget and more.

\*Please note that Murbly does not in any way replace legal advice or the advice of an electrical infrastructure professional. Murbly accepts no responsibility for any problem or dispute that may arise during the application of the content presented on this platform or by Murbly's representative.



# The procedure's steps



# 01. Opening of the file

## Creation of the file of the building

For each new project, we must first proceed to the opening of the file (creation of the file of the building). To do this, you must complete the [Murbly Consultation form](#).

In addition, in order to make the best possible recommendations, please send us the following items:

### A Plan

- Plan of the parking lots showing the location of the electricity meters

### B Photos of inside the electrical room

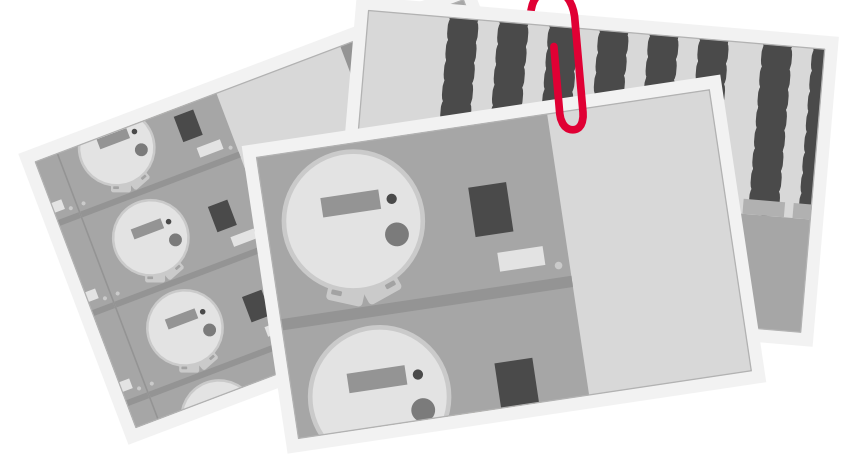
- Photos that allow you to have an overview of the electric room
- Frontal photos taken from the top of the meter stacks where the cable outlet is clearly visible and the ceiling can be seen
- Side photos of the meter stacks when they are not against the wall
- Photos of the walls where the charge controllers could be installed around the meter stacks
- Photos of the ceilings in the electrical room where the charge controllers could be installed

### C Photos of outside the electrical room

- Photos of the outside walls of the electrical room

### D Photos of the parking lot

- A few photos of the parking lot where the floor and ceiling can be seen in order to evaluate the height of the parking lot
- A few photos of the ceiling of the parking lot in order to observe, if necessary, the components already in place and the difference in level of the beams



## 02. Consultation meeting

Once we have received these elements, we are able to schedule a meeting of approximately 30 minutes via videoconference during which we assess the needs of the building and the vision of the condo board. The contractor or manager may also participate in the consultation meeting.

In this meeting we discuss the following aspects:

### A Design of the charging solution

- This step consists in presenting the different solutions available on the market that are compatible with the technical context of the building. A recommendation on the ideal system for the situation is also made by the Murbly representative.

### B Choice of installation approach

- The Murbly representative discusses with the board about their vision and interest in electrifying parking spaces. A survey among the condo owners is strongly recommended to analyze which approach to choose.

### C Energy capacity study

- According to the electrical code of the Régie du bâtiment du Québec, most multi-residential buildings require an energy capacity study to evaluate the building's capacity to host EV chargers. This aspect is also addressed by the Murbly representative.

### D Charging Policy

- The charging policy will also be discussed in order to establish a process for voting on the project and to put in place an effective procedure that will last over time.

### E Rebate

- All questions regarding government rebates offered are covered by the Murbly representative.

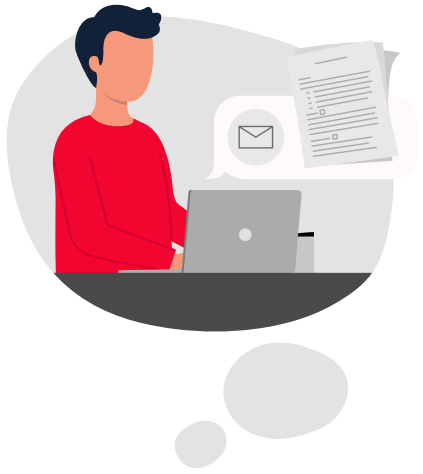
### F Questions

- All other questions regarding home charging are covered by the Murbly representative.

### G Game Plan

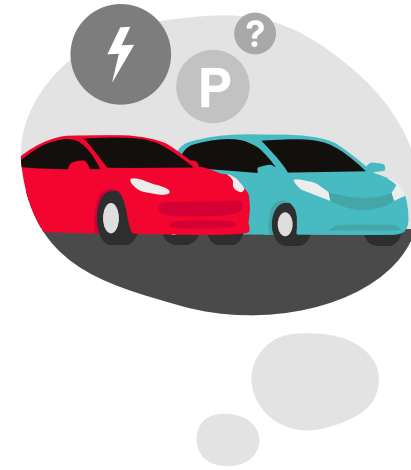
- Finally, the Murbly representative summarizes the meeting and presents a game plan with the next steps to be taken.





## 03. Meeting follow-up

After the consultation, the Board will receive from the consultant a detailed written summary and the next steps to be taken. The purpose of this is to keep a written record for both Murbly and the Board, and to allow those absent from the meeting to be kept informed of the content of the meeting.



## 04. Next steps

Before contacting the electrical contractor for a quote, these steps must be completed:

- Establish the charging strategy (as determined at the consultation meeting)
- Conduct an energy capacity study
- Prepare a preliminary budget
- Develop the charging policy
- List the co-owners participating in the first installation group

## 05. Quote

Once all of these steps have been completed, the electrical contractor can visit the site to provide a quote. Once the quote is in the hands of the condo board, it is now time to hold a general/special assembly to vote on the charging policy and project.

## 06. Rebate

Once the project is completed, the condo board must [apply for the rebate via this form.](#)

Murbly representatives cannot complete the form for condo boards, but can confirm that it has been properly filled out to avoid errors in the application.



### Important

Murbly representatives are always available to assist clients throughout the process with any questions they may have regarding their project.

Please note that clients who wish to skip steps in the process will not be accompanied for the completion of their project.



# 07. Project conclusion

Once your clients have completed the Murbly process and your efforts have resulted in a successful EV chargers installation project, you can, if you are interested, use the Murbly platform to promote your achievement and thereby assist other condo boards with their project through real-life case studies. You can consult the [case studies of completed projects](#) for inspiration.

Here is the procedure to follow (if Murbly has accompanied you during your project, you can skip the first step):

- A** • Contact [info@murbly.com](mailto:info@murbly.com) to let us know that a project has been completed. A representative will get in touch with you to schedule a video conference to understand the project outline.
- B** • In the meantime, you have to send us photos for the case study. Here is what we need:
  - Photos of the electrical room that show the charger controller in its environment. **Example** (see section «Work in the electrical room»).
  - Photos of the conduits installed in the ceiling of the garage that feed the chargers. **Example**
  - Photos of the work done in the parking spaces. **Example** (see section «Work in the parking spaces»).



## Thank you!

Any feedback is appreciated to improve the process between Murbly and contractors/property managers/condo boards. If you would like to leave a comment, please email [info@murbly.com](mailto:info@murbly.com).





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