

Scheduling a Solar Raiser

The process for scheduling a solar panel raiser allows us to organize our calendar and insure volunteer raiser participation for every project.

Notice: We would like to have 2-4 few weeks notice to put the raiser on the calendar and send out notices. Ideally there is visibility into the progress of your project through discussions in our Tuesday evening working meetings so we would be talking about scheduling well ahead of the raiser and how the trailer, staging and equipment will be scheduled between projects. When you have your materials on-site start making use of the working list and working meetings to get any help you need and give visibility to your project. The raiser can be scheduled as soon as you have high confidence that your project will be ready for a raiser on a particular date.

Raiser Readiness: Before your raiser, you should be ready to mount panels. That means:

- your racking and any under panel wiring is in place
- the first panel is aligned and mounted
- the site has been set up for a group of people to work safely

Make sure you review the [Solar Raiser Checklist](#) and [Raiser Safety Policy](#).

Equipment Scheduling: If you need scaffolding, the ladder lift, or other equipment (most projects do), make those requests using the 'working' email list. During our busy season the scheduling the the trailer and scaffolding will be integrated with the raiser scheduling to make sure that projects have the equipment they need to be ready for the panel raiser.

Raiser Waiver forms: Send a signed copy of your homeowners release to a HAREI board member for counter signature. Follow the links in the checklist to make sure you have the latest copy of the Volunteer Waiver on hand at your raiser

Raiser Announcement: Once we pick a date, update the "Raiser Invite - Master.docx" in your Raiser Prep working. Pay special attention to the links in the document to make sure that the location and RSVP links are updated for your project. Send a link to your "Raiser Invite" to Raiser_prep@harei.org so we can update the calendar and send out the raiser invite to our full mailchimp email list.