**Date last modified/updated:** Click here to enter a date. **Internal audit:** Click here to enter a date.

**Who last modified/updated:** Click here to enter text. **Management review:** Click here to enter a date.

**This part of the Navigator Playbook is completed when you have:**

1. **Identified the facilities, equipment, systems, and processes that can have significant impact on energy performance.**
2. **Incorporated consideration of energy opportunities and operational controls in design projects.**
3. **Included results of energy performance considerations in specification, design, and procurement activities, where applicable.**
4. **Retained records of the results of design activities related to energy performance.**
5. Identify the facilities, equipment, systems, and processes that can have significant impact on energy performance:

|  |  |  |
| --- | --- | --- |
| ☒ | Facilities, equipment, systems and processes have been identified | See Task 9 Playbook |

For the energy uses associated with those mentioned above, the following items have been identified:

|  |  |  |
| --- | --- | --- |
| ☒ | Management and operation of SEUs. | See Task 9 Playbook |
| ☒ | Achievement of energy objectives, targets and action plans. | See Tasks 12 & 13 Playbooks |
| ☒ | EnPIs identified. | See Task 11 Playbook |

1. Incorporate consideration of energy opportunities and operational controls in design projects:

|  |  |  |
| --- | --- | --- |
| ☒ | Energy opportunities and operational controls have been incorporated into design, renovation, and modification efforts. | The Energy Team coordinates with relevant departments to ensure that energy performance and operational controls are considered for each project design. |
| ☒ | We have ensured that design projects include an operational control  strategy to make sure that anticipated savings are achieved. | See Task 17 Playbook |

Energy performance improvement considerations:

|  |  |  |
| --- | --- | --- |
| ☒ | Potential energy performance improvements have been considered. | All potential projects include energy performance as a design consideration. |
| ☒ | Necessary operational controls have been identified. | All potential projects include operational controls as a design consideration. |
| ☒ | Management of energy performance impacts on designs. | The Energy Team and relevant departments review designs of all potential projects for energy performance impacts. |

When evaluating opportunities for improving energy performance, the following items have been considered:

|  |  |  |
| --- | --- | --- |
| ☒ | How will existing infrastructure and processes be modified? | Certain projects will require electrical upgrades and updated communications networks. |
| ☒ | What can be changed to improve energy consumption over time? | Reducing energy consumption is an objective of all potential projects related to energy-consuming equipment. |
| ☒ | What is the right energy source for the application? | Future designs will include evaluation of cost impacts and carbon savings for switching from natural gas to electricity. |
| ☒ | What are the technological options? | Consideration of technologies to improve energy performance is a part of all project designs. |
| ☒ | What operational controls are needed to achieve and sustain energy performance? | Operational controls to optimize energy performance are a part of all project designs. |

*The worksheet below can be useful in identifying and evaluating energy performance improvement opportunities and operational controls in design activities.*

Worksheet for Energy Considerations in Design

**Purpose**: To help the user identify and consider energy performance improvement opportunities and operational control in the design of new, modified and renovated facilities, equipment, systems and processes that can have a significant impact on energy performance.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **This design effort is related to: (Check all that apply)**  ☐ New facility(ies) ☐ New equipment, systems or processes  ☐ Renovated or modified facility(ies) ☒ Renovated or modified equipment, systems or processes  ☒ Significant energy uses and associated controls ☐ Objectives, targets and action plans  ☒ Energy performance improvement ☒ Maintenance of the energy systems  **Describe the Project:**  Upgrades to site building management system | | | | | | |
| **Prepared by:** Director of Engineering | | | | | | **Date:**  8/24/2021 |
| **Identify the facilities, equipment, systems and processes involved in this design effort that can significantly impact energy performance** (energy efficiency, use and consumption) | **What is the current energy source?** | **Is there another energy source option?** | **What are some technology and other options for improving energy performance?** | **Are new or additional operational controls needed?** (specify) | **Who is responsible for the design?** | **What improvements can be expected?**  (Examples: energy savings; maintenance cost savings; environmental impact reduction) |
| Building management system (BMS) controlling chiller plant, boilers, AHUs, and guest room HVAC systems | Electricity & natural gas | No | Optimized sequences of operations; real-time monitoring of performance | Yes. Any BMS upgrade will require new operational controls | Controls contractor working with commissioning agent | Energy savings, maintenance savings, fewer guest/staff complaints, developing a better preventative maintenance system |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

1. Include results of energy performance considerations in specification, design, and procurement activities, where applicable:

|  |  |  |
| --- | --- | --- |
| ☒ | Energy performance considerations detailed in the ‘Worksheet for Energy  Considerations in Design’ (above) have been incorporated into our specifications, designs and procurement activities. | Yes, completed on 8/24/2021 |

|  |  |  |
| --- | --- | --- |
| ☒ | We have ensured that new energy efficient technology is specified, applied, and used correctly in order to avoid misapplications | Yes, completed on 8/24/2021 |
| ☒ | We have assigned roles and responsibilities to qualified personnel. | Yes, completed on 8/24/2021 |

1. Retain records of the results of design activities related to energy performance:

|  |  |  |
| --- | --- | --- |
| ☒ | We continually maintain a record of the results of design activities and have recorded this data in a central location. | Within Engineering shared network drive |

The documentation we maintain includes:

|  |  |  |
| --- | --- | --- |
| ☒ | Completed checklists | Click here to enter text. |
| ☒ | Meeting minutes | Click here to enter text. |
| ☒ | Design drawings | Click here to enter text. |
| ☒ | Purchasing specifications | Click here to enter text. |
| ☒ | Project records | Click here to enter text. |
| ☒ | New sequence of operations for BMS controls | Click here to enter text. |
| ☒ | Commissioning report | Click here to enter text. |

Top Management Approval

|  |  |  |
| --- | --- | --- |
| ☐ | Date approved: | Click here to enter a date. |
| ☐ | Who approved: | Click here to enter text. |

Comments

Click here to enter text.