**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 energy uses that consume the most energy within your boundaries.**
2. **Identified factors and persons that affect the energy consumption of identified energy uses.**
3. **Established selection criteria for identifying which of these energy uses should be a significant energy use (SEU).**
4. **Determine SEU energy performance based upon energy consumption and relevant variables as appropriate.**
5. **Review the SEU selection criteria as part of the SEU update process.**
6. Identify the energy uses that consume the most energy within your boundaries.
7. Identify factors and persons that affect the energy consumption of identified energy uses.

[ ]  Complete columns 3 and 4 in the Energy Use table in the 50001 Ready Navigator Playbook Worksheet 8 -Energy Data Collection and Analysis.

1. Establish selection criteria for identifying which of these energy uses should be a significant energy use (SEU).

[ ]  We have established criteria for determining SEUs.

Detail criteria below (notes on why one may consider these metrics for targeting efforts):

|  |
| --- |
| -Uses at least 25% of the energy consumed by a given function. (appropriate)-Presents at least 2 realistic opportunities for improvement upon initial review (realistic)-Top Management sign off (leadership support) -Engagement from users (use social network to help spread awareness) |

We have established methods for determining SEUs

Detail methods below:

|  |
| --- |
| 1. Review equipment records maintained by facilities to find main energy users by nameplate capacity2. Cross check with building meters to do ‘sanity check’3. Conduct informational interview with equipment ‘owner’ about opportunities and norms for use |

[ ]  SEUs have been identified, along with current performance and associated responsible personnel

[ ]  We have identified and listed these relevant variables in the table below:

1. Determine SEU energy performance based upon energy consumption and relevant variables as appropriate.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SEU Name** | **Criteria for Selection** | **Relevant Variable(s)** | **Current Energy Performance** | **Projected Energy consumption** | **Personnel responsible** |
| Wet Lab | Opportunities for improvement, engagement from team in interview, uses 40% of biofuel research energy budget  | Temperature and humidity, research schedule, occupancy | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| SEMs (research technology) | Opportunities for improvement, uses 25% of materials science energy budget | Temperature and humidity, data quality and preparation, length of session | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Data Center | Opportunities for improvement, uses 40% of facility energy budget | Temperature and humidity | Click here to enter text. | Click here to enter text. | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| [ ]  | Date entered: | Click here to enter a date. |
| [ ]  | Who entered: | Energy team leader |
| [ ]  | Who reviewed: | Top management |

1. Review the SEU selection criteria as part of the SEU update process.

[ ]  We have established a procedure for continually reviewing relevant variables at regularly scheduled intervals, along with responsible personnel.

Sustainability manager collect and clean data as needed monthly.

[ ]  Developed a system for monitoring performance of SEUs

We installed sub-meters on our SEUs to get appropriate insight into performance. We have our building management software coded to alert the relevant facilities manager to connect with the energy team in case of energy consumption spike above threshold. Our threshold is 120% of highest use in the past year.

[ ]  Assigned roles and responsibilities for monitoring SEUs

Facilities management team monitors SEU energy performance, delegates to maintenance team if issues arise.

[ ]  Established a regular schedule for monitoring SEUs

Top Management Approval

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

Comments

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