**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. **Created a significant energy use operating criteria worksheet and operational controls checklist to determine and set the required criteria and controls for each significant energy use.**
2. **Ensured critical factors affecting energy performance are known, communicated to responsible personnel.**
3. **Ensured that the operational and maintenance control sections of your action plans have been completed and implemented.**
4. **Operated and maintained facilities, equipment, systems, or processes associated with your SEUs to meet the determined criteria.**
5. **Established processes to control planned changes impacting operational and maintenance criteria or controls.**
6. **Controlled outsourced SEUs or processes related to SEUs.**
7. Create a significant energy use operating criteria worksheet and operational controls checklist to determine and set the required criteria and controls for each significant energy use.

Operational Controls and Maintenance Criteria

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| --- | --- | --- |
|  | We have developed and implemented operating and maintenance criteria for our facility, equipment, systems, and processes to ensure SEUs are operated within identified criteria for effective energy performance. | By creating SEU task forces we established cross-functional teams to develop appropriate criteria. |

1. Ensure critical factors affecting energy performance are known, communicated to responsible personnel.

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|  | Information on the operational controls associated with SEUs have been communicated to the appropriate personnel. | We include this information in competency trainings and assessments |

1. Ensure that the operational and maintenance control sections of your action plans have been completed and implemented.

Operational and maintenance controls are implemented

Operational and maintenance controls have been determined for each SEU and are detailed below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Significant Energy Use | Operating Criteria | Maintenance Criteria | Controls | Required Maintenance Frequency | Responsible Person(s) |
| wet lab | maintain 60-degree lab space in winter and 70 in summer in active lab space | clear filters and ventilation system; test ambient temperature sensor; | automating lab space temperature with schedule and existing building automation system | semi-annual | wet lab a maintenance technician |
| SEM | run for at most 20 minutes per session; | clean and test vacuum chamber using self-cleaning and reset settings |  | quarterly | lab manager |
| Data Center | optimized air and fluid flow conditions | assess air management efficacy and power density and load factor using center of expertise in efficient data centers materials | set optimized cooling standards and do not alter | annual | data center technician team |
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1. Operate and maintain facilities, equipment, systems, or processes associated with your SEUs to meet the determined criteria.

Meeting operational and maintenance criteria

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|  | We meet determined criteria for operating and maintaining our facilities, equipment, systems, or processes associated with our SEUs. | Facility managers ensure that SEU are used and maintained per criteria determined by the team. |

1. Establish processes to control planned changes impacting operational and maintenance criteria or controls.

Processes to control planned changes

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|  | We have established processes to control any planned changes that may impact operational and maintenance criteria or controls. | We coordinate with site design team to check if any changes impact SEUs with semi-annual meetings, and determine if any controls will be impacted. |

1. Control outsourced SEUs or processes related to SEUs.

Outsourced SEU control

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|  | We have determined the existence of any outsourced SEUs or processes related to SEUs and put measures in place to controls these SEUs or processes related to our SEUs. | We have coordinated trainings and controls with the maintenance technicians service procurement and management team. |
|  | Roles and responsibilities for ensuring SEUs are operated and maintained using the established controls have been detailed and communicated to relevant personnel. | Non-contracted staff hold all responsibilities, and contracted parties are aware of their roles. These are included in contract language and verification requirements. |

Top Management Approval

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

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