**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.

1. Optionally, identify business drivers and benefits applicable to your organization

| ☒ | Benefits and business drivers have been identified | Yes, as part of Tasks 1 & 2  |
| --- | --- | --- |

1. Optionally, prepare and deliver a briefing to top management on the identified business drivers and benefits, management roles and responsibilities, and how these responsibilities will be met

| ☒ | We have prepared a briefing for top management | 3/15/2021 |
| --- | --- | --- |
| ☒ | We have delivered a briefing to top management | 3/30/2021 |

Elevator speech

| Summarize in one simple sentence what the energy management system can do for your organization. |
| --- |
| An EnMS empowers our organization to optimize energy use, drive cost and carbon savings, and foster ongoing improvement. |
| Describe the benefits that your organization will receive as a whole or to your product or service. List the benefits that set this program apart from other programs already in place. |
| Our current energy management performance as a brand has gained us national recognition and has enabled us to attract new business. We have a mission to reduce energy consumption by 25% by 2030, so our EnMS provides us with a pathway to meeting or exceeding this goal. Implementing our EnMS will enable a deeper analysis of energy consumption and provides a framework for our hotel to systematically identify, prioritize, and implement energy-reduction opportunities while more effectively engaging a broader cross-section of site staff. Enhancements and benefits include:* Distribution of monthly data collection and energy score card results
* Equipment life cycles and 10-year capital planning with projected ROI’s
* Corporate & local awareness and performance recognition
* Measure continual improvement of energy performance
* Improved site resiliency and energy cost savings
 |

3-minute speech

| Summarize in one to three simple sentences what the energy management system can do for your organization. Include a sentence on what is energy management. |
| --- |
| Our hotel has always been tracking our energy consumption and has always looked for ways to conserve and use resources wisely. Our EnMS will provide a more holistic approach to performance improvement that connects business operations and engineering functions to manage our energy consumption across all site operations. We'll implement a policy, leveraging tracked data to set goals, measure outcomes, and refine strategies consistently. This will also assist us in developing documented standard operating procedures and institutional knowledge while incorporating business operations functions like compliance and procurement into traditionally facilities-exclusive conversations.  |
| Describe the benefits that your organization will receive as a whole or to your product or service. List the benefits that set this program apart from other programs already in place. |
| We will be able to show clients that our hotel is demonstrating our commitment to reducing energy costs and our carbon footprint, which will help set us apart in a competitive marketplace (especially when attracting corporate clients). Our EnMS will guide the development of new processes and systems to ensure better controls and future actions around the energy efficiency of site operations, which will shape best practices as a brand standard across our other sites. |

| Identify your organization’s policy or vision regarding energy (business card style – short!). |
| --- |
| Our goal is to help shape the future of responsible travel together with those who stay, work and partner with us. We will support our people and make a positive difference to local communities and the planet. |
| Describe your organization’s business objectives and how energy performance improvement supports achieving those objectives. |
| Our hotel will benefit from the EnMS in that it will show our clients that we are committed to sustainability and carbon footprint reduction. Many businesses and other travelers shop around for a hotel that has good sustainability practices in place. Saving energy and using it wisely should increase the profitability of the property and may even increase the value of the owner’s asset. Our city and state have introduced several laws related to energy management and carbon impacts, which ties directly to our measurement and reporting systems. Continuous improved energy performance will increase our bottom-line and demonstrate the benefits of allocating additional capital to support future energy projects. |
| Give an example of a successful outcome from systematic energy management. |
| * Due to our many past practices in energy management, we achieved an Energy Star rating of 85 in 2020 compared to a baseline of 35 in 2011.
* Four hotels within our corporation participated in demand response programs and realized $30,000 in savings at no cost.
 |
| Provide a simple statement of what is next. |
| Through the EnMS, we'll refine our data practices, setting realistic goals and continuously enhancing our strategies. This will provide more knowledge of how the facility is consuming energy and provide us with long term solutions, strategies and tools to improve our energy performance not just at this property, but across the entire brand.  |

Identify Key Influencers

| **Job Position** | **Energy Type** | **Energy Use** | **Energy Need** | **Frequency of Use** | **Potential Results/ Consequences** |
| --- | --- | --- | --- | --- | --- |
| Director of Housekeeping | ElectricityWater | Cleaning and maintaining guest areas | Rooms and areas need to be cleaned on a daily basis using hot water etc. | Frequent | Electricity may be saved by careful use of lighting in both guest-facing and back-of-house areas. There may be room for savings in limiting the amount of water used but may impact to guest experience should a room not be properly cleaned |
| Director of Food & Beverage | Electricity WaterNatural Gas | Food preparation;Maintaining the kitchen area and banquet facilities | Gas and electric appliances are used in food preparation. Refrigeration in storing food items | Frequent | Savings may be found through careful use of the appliances and being mindful of lighting and other energy use in areas not being used. |
| Director of Engineering | Electricity WaterNatural Gas | Climate control;Maintaining the physical property | Maintaining proper ventilation and temperatures throughout the property | Frequent | Savings through proper energy use in ventilation and temperature control, limiting use in unoccupied areas and energy reduction strategies. Guest comfort may be impacted. |
| 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. |
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1. Secure commitment from top management to continual improvement of energy performance and the development and use of a 50001 Ready system

Top management commitment:

☒ I approve our Scope and Boundaries

☒ I commit to deploying our Energy Policy and updating it as needed

☒ I commit to consider Energy Performance as part of design and procurement

☒ I commit to empowering our Energy Team

☒ I commit to consider energy performance in strategic planning

☒ I commit to providing resources to set up, operate and improve the EnMS

☒ I commit to working towards our Energy Objectives, using the appropriate energy performance indicators

☒ I commit to working towards our Energy Targets, with results measured and reported at defined intervals

☒ I commit to communicating our Energy Policy, Energy Team, Targets and Objectives and importance of energy across the organization

☒ I commit to maintaining this 50001 Ready Playbook content, related documents and records, to represent our EnMS

☒ I commit to successfully complete an annual internal audit of our 50001 Ready EnMS

☒ I commit to conducting management reviews of our 50001 Ready EnMS

1. Brief top management on their EnMS leadership responsibilities

| ☒ | Management responsibilities have been detailed | Detailed and delivered as part of top management briefing |
| --- | --- | --- |
| ☒ | Management has been briefed of responsibilities | 4/20/2021 |

1. Plan for how top management will meet their responsibilities

| Top management will maintain oversight responsibilities of activities pursued largely by members of the Engineering Team, the Site Management Team, and supported by Green Teams. These activities will be reviewed as part of annual Management Review processes. |
| --- |

| ☐ | Name(s) of Top Management Committed: | Click here to enter text. |
| --- | --- | --- |
| ☐ | Date of Commitment: | Click here to enter a date. |

Comments

Click here to enter text.