**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. Identify all energy sources that are consumed within the scope and boundaries.
2. Make a list of energy uses within the scope and boundaries.

☒ We have identified our current energy sources (to be recorded in 50001 Ready Navigator Energy Consumption Tracker)

☒ Analysis has been carried out on collected data to assess past and present energy use and consumption at the equipment level (to be recorded in 50001 Ready Navigator Energy Consumption Tracker)

Use the 50001 Ready Navigator Energy Consumption Tracker to collect and record this information. This tool is included as part of the 50001 Ready Navigator Playbook. If you are already collecting and storing this information in other ways, indicate below.

☒ Energy data has been organized and entered into a central location and the data is stored at:

Energy Star Portfolio Manager & brand-wide Sustainability Tracker software

☒ We have identified energy uses associated with energy sources (complete first two columns)

| **Energy Uses** | **Energy source(s) used** | **Factors/persons that affect consumption** | **Large energy user (y/n)** |
| --- | --- | --- | --- |
| HVAC | ElectricityNatural Gas | Outside Air TemperatureMinimum Outside Air Ventilation RatesOccupancy | Y  |
| Kitchen and Banquet Facilities | Electricity Natural Gas Water | Meals served (food and beverage covers)OccupancyMeeting room and banquet reservations | Y |
| Lighting | Electricity | Occupancy | N |
| Elevators and Escalators | Electricity | Occupancy, Banquets / Meeting Space Business | N |

1. Identify relevant variables that potentially affect the energy consumption of SEUs and would help create meaningful energy performance indicators (EnPIs) and energy baselines (EnBs).

☒ We have identified relevant variables that potentially affect the energy consumption of SEUs and would help create meaningful energy performance indicators (EnPIs) and energy baselines (EnBs)

| **Relevant Variable** | **Affected SEU(s) or Scope and Boundaries** |
| --- | --- |
| Outside Air Temperature | HVAC Equipment (Chillers, Boilers, AHUs, Pumps) |
| Occupancy | HVAC Equipment, Elevators, Lighting |
| Meals Served (Food & Beverage Covers) | Kitchen Equipment |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

1. Develop and implement a data collection plan based upon the data needs including the key characteristics of ISO 50001 (see resource for Task 20 Monitoring and Measurement of the EnMS).
2. Ensure measurements and metering are conducted accurately and are repeatable.

☒ We have established our data needs for our Energy Review

☒ We have established a process for collecting this data at scheduled intervals

☒ We have identified sources for collecting this data

☒ We have identified personnel responsible for collecting this data Engineering Management

☒ Who Engineering Team

☒ We have established this data is from sources that are accurate and repeatable

Method: Meters that are provided by the utility and BMS contractor and calibrated for accuracy.

1. Determine appropriate analysis methods and use them to understand and monitor energy use and consumption.

☒ Appropriate analysis methods have been used to understand and monitor energy use and consumption.

Method: Usage analysis through BMS trending, data analysis, record keeping, establishing metrics.

Top Management Approval

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

Comments

Click here to enter text.